

SUPPORT SERVICES TUITION REIMBURSEMENT FORM

CECIL COUNTY PUBLIC SCHOOLS

Office of Human Resources
201 Booth Street * Elkton, MD 21921
phone: 410-996-1069 * fax 410-996-1051

The Board of Education will reimburse any full-time Supporting Services employee at a rate of 85% of the actual cost, not to exceed \$3,000 per **calendar year** for any credits earned which are applicable to an approved planned program working toward an Associate of Arts degree, an approved trade license status, a Bachelor's Degree, a Master's Degree, or a specific course with prior approval by the Office of Human Resource. To be eligible the applicant must be an employee of the Board at the time the course is taken and at the time the reimbursement is to be paid.

To receive reimbursement payment, a grade of "C" or above is required. **Reimbursement forms, accompanied by official grade reports or transcripts, and proof of payment must be submitted within one year following completion of a course.**

** Benefits are calculated on a **calendar year** and reimbursements will be counted against the calendar year in which you are actually reimbursed. **

Name: _____ Employee ID: _____ School: _____

College Where Credits Were Earned: _____

Actual Cost of: Course: _____ Fees: _____ Books: _____ (receipts required)

Semester Course Was Taken: Fall ___ Winter ___ Spring ___ Summer ___

Approved Program: AA ___ Bachelor's ___ Master's ___ Trade License ___

List only **one course on each form** and remember to attach an original grade report or transcript.

Course No.	Course Name	No. Credits	Grade
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TO BE COMPLETED BY THE OFFICE OF HUMAN RESOURCES

COURSE COST: \$ _____ * 85% = \$ _____ AMOUNT: \$ _____

FEES: \$ _____ * 85% = \$ _____ PROCESSED BY: _____

BOOKS: \$ _____ * 85% = \$ _____ APPROVED BY: _____

DATE: _____

TOTAL AMOUNT OF REIMBURSEMENT \$ _____