

**Administrative Procedures for Policy #6110 (Personnel)
Regarding Reimbursement of Tuition, Coursework, and Training
for Certificated and Educational Support Employees**

I. Definitions

- A. Tuition cost – tuition paid for earning credit, excluding associated costs such as textbooks, registration, and campus fees
- B. Tuition Reimbursement – an employer-paid benefit designed to pay all or a portion of tuition cost for pre-approved coursework completed by employees.
- C. Approved college/university – an institution of higher education whose programs and/or courses are recognized by the Maryland State Department of Education.

II. Regulations

A. Eligibility

- 1. Administrators and Supervisors are eligible for tuition reimbursement in accordance with the Agreement between the Board of Education of Calvert County and the Calvert Association of Supervisors and Administrators.
- 2. Teachers are eligible for tuition reimbursement in accordance with the Agreement between the Calvert Education Association and the Board of Education of Calvert County.
- 3. Teachers currently holding an Advanced Professional Certificate and a Master’s degree may receive reimbursement for only six (6) semester hours of coursework required for certificate renewal.
- 4. Licensed professional employees completing coursework with a grade of “B” or better or continuing education units required for license renewal are eligible for annual tuition reimbursement in a given fiscal year as indicated in the Agreement between the Calvert Education Association and the Board of Education of Calvert County.
- 5. Educational Support Employees are eligible for tuition reimbursement in accordance with the Agreement between the Calvert Association of Educational Support Staff and the Board of Education of Calvert County.
- 6. An employee who does not earn the requisite grade as indicated in the applicable Negotiated Agreement in a given course will be responsible for paying the related tuition cost in lieu of Calvert County Public Schools (CCPS) paying either the direct billing or tuition reimbursement cost.
- 7. Any employee enrolled in a course for which she/he received tuition, financial assistance, or payment from an entity other than CCPS shall not be eligible for reimbursement.

8. An employee must be actively employed during the time of coursework and during the reimbursement period to be eligible for tuition reimbursement.
9. The annual tuition reimbursement allowance is calculated based on the total amount reimbursed for all coursework completed in a given fiscal year (July 1 to June 30).

B. Pre-approval

1. Eligible employees seeking tuition assistance must submit the electronic pre-approval of college coursework request in advance of registering for a course. Requests must be completed and submitted to the Department of Human Resources at least 10 days prior to registering for the course.

C. Direct Billing and Reimbursement for Tuition Paid

1. The direct billing option is limited to only those colleges/universities that have agreed to accept direct billing payment from CCPS.
2. Employees electing the direct billing option do not pay any “up front” tuition cost. The college/university bills CCPS after the employee completes the coursework.
3. Employees using the Direct Billing process will be billed for any amounts over their annual allocation.
4. Employees electing to pay the cost of tuition (i.e., not electing the direct billing option) must have coursework pre-approved. These employees must submit a completed electronic request for tuition reimbursement, along with the required documents noted in Section D.1

D. Deadlines

1. Eligible Calvert County Public Schools’ employees not electing the direct billing option must:
 - a. A. Complete and submit the electronic request for tuition reimbursement within 60 calendar days of the course completion.
 - b. B. Request an official transcript be sent to the Department of Human Resources.
 - c. Submit a proof of payment in full of actual tuition-only costs.
2. Tuition reimbursement will be issued from the Finance Department after all documents are received and processed.