

Tuition Reimbursement Appeal

Office of Human Resources and Development (OHRD)
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 West Gude Drive, Rockville, Maryland 20855

INSTRUCTIONS

Please complete and email to tuitionreimbursement@mcpsmd.org

Tuition Reimbursement Appeals must be received by the Tuition Reimbursement Unit within 60 business days of the date of denial.

EMPLOYEE INFORMATION

Employee ID# _____

Last Name _____ First Name _____

Union affiliation MCAAP/MCBOA MCEA SEIU

Current MCPS Position _____ Work Location _____

Type of appeal: Appealing denial for reimbursement of a specific course
 Appealing denial for accelerated tuition reimbursement

University _____

Course name _____ Transaction number _____

Reason provided by tuition reimbursement unit for specific course denial:

- Missed Deadline Ineligible Course Tuition was paid by someone other than employee
- Ineligible Grade Program ineligible for accelerated tuition reimbursement
- Other _____

Rationale for appeal:

Employee Signature _____ Date ____/____/____

OHRD Comments: Approved Not Approved

OHRD Signature _____ Date ____/____/____

Submit appeal to tuitionreimbursement@mcpsmd.org