

MONTGOMERY COUNTY PUBLIC SCHOOLS**Student Debt Relief Fund for
SEIU Local 500 Bargaining Unit Members**

Office of Employee Engagement and Labor Relations (OEELR)
Employee and Retiree Service Center (ERSC)
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)
Rockville, Maryland 20850

See MCPS Regulation GMG-RA, *Tuition Reimbursement*

INSTRUCTIONS

Article 28 (l) Career Development and Training, of the Agreement Between SEIU Local 500, CTW and the Board of Education of Montgomery County, established a Student Debt Relief Fund for the benefit of MCPS employees covered under the Agreement to reimburse employees for personal student loan debt incurred prior to the member's employment with MCPS, under rules agreed to by the parties. This fund is meant to pay for programs at universities, trade schools, training programs, and other institutes of learning that provide supporting service professionals education to improve their job performance and serve the MCPS community.

The goal is to provide assistance up to 5% of your original loan per year, paying off not more than 50% of the balance incurred prior to employment with MCPS, not to exceed your existing balance. The fund is a set amount each year and the goal is to serve as many supporting service employees as possible at a meaningful level.

To request this benefit, please complete, sign, and return this form, with all required documentation, **by March 31**. You may fax the signed form and required documentation to 301-279-3651 or 301-279-3642, or e-mail a PDF of the signed form and all attachments to ERSC@mcpsmd.org. Please only submit the form via one method. Submitting via multiple methods can cause errors and delay the processing of your submission. **Applications that are incomplete, missing documentation, or unsigned will not be processed and will be returned to the employee.**

IMPORTANT INFORMATION FOR APPLICANTS

You are obligated for any tax liability associated with reimbursements received from the Student Debt Relief Fund. You should contact your tax-preparer for more information on how this could impact your obligation to pay income taxes.

The student debt relief fund is a fund only to pay off debt of MCPS supporting service bargaining unit employees. Student debt taken for a child's or relative's education is not eligible. Documentation is updated annually. ALL PAPERWORK IS DUE BY March 31. Incomplete submissions will not be considered and will be returned.

Check List (for new applicants)

Have you attached:

- Official transcripts from all educational institutions?
- Documentation of your student debt from your date of hire at MCPS
- Documentation from December 31st of last year
- Documentation showing that you are currently in good standing

Check List (for previously approved applicants)

Have you attached:

- Documentation from December 31st of last year
- Documentation showing that you are currently in good standing

ELIGIBILITY REQUIREMENTS FOR SEIU STUDENT DEBT RELIEF FUND

- Employed for a minimum of twelve months as a permanent employee in an SEIU bargaining unit position
- The employee has attended a workshop on understanding the student debt relief program and additional student debt relief options for which the employee may be eligible.
- The debt is for studies relevant to any employment with MCPS.
- The student debt was incurred prior to the employee's employment with MCPS, for which the employee is currently in loan repayment.
- The employee's loan repayment is in good standing with the lender to whom the eligible student debt is being repaid.

PAPER WORK SUBMISSIONS

Applications that are incomplete, missing documentation, or unsigned will not be processed and will be returned to employee.

Select one submission option only:

- email a PDF of the signed form and all required documentation to ERSC@mcpsmd.org
- fax the signed form and all required documentation to 301-279-3651 or 301-279-3642.

EMPLOYEE INFORMATION

Employee Name _____

(Maiden or former name if applicable): _____

MCPS Employee ID: _____ Hire date at MCPS ___/___/___ Telephone: Primary ___-___-___ Cell ___-___-___

Bargaining Unit: _____ (SEIU Bargaining Unit Members Only)

Address: _____

EDUCATION

Where did you receive your education? (Please include as many schools as apply)

What was the topic of study? _____

**Please attach an official transcript for each school attended. (An official copy of the transcript is acceptable)*

STUDENT DEBT

Have you received debt relief assistance before from the Student Debt Relief Fund? Yes No

How much student debt (incurred prior to beginning work at MCPS*) did you owe in total when you were hired at MCPS? (Please attach documentation about loan balance from the month of your hire _____)

**This question about how much debt was incurred before joining MCPS only applies to first time applicants.*

What was your current student debt balance, as of December 31st of last year? _____
(Please attach documentation showing this balance)

Are you currently in good standing with all of your student loan services? Yes No
(Please attach a report from all of the applicable loans that shows you are in good standing.)

Have you attended the workshop on student debt relief? Yes No

EMPLOYEE SIGNATURE

I certify that all of the information I have provided on this form and in any accompanying document is true, complete, and correct to the best of my knowledge and belief. I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Employee's Signature _____ Date ___/___/___

FOR OFFICIAL USE ONLY:

Date of Receipt: ___/___/___ Date of Processing: ___/___/___ Approve Yes No

Amount: _____ Date of disbursement: ___/___/___