

MONTGOMERY COUNTY PUBLIC SCHOOLS**Accelerated Tuition Reimbursement
Process Verification**

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

INSTRUCTIONS

This form is to be completed for accelerated tuition programs (ATR) programs only. ATR programs are undergraduate/graduate programs that require completion of more than nine (9) credits per fiscal year. ATR programs must be approved prior to the employee starting the program. A copy of the Program of Studies for the requested program must be submitted with this completed form. Submit completed form to TuitionReimbursement@mcpsmd.org.

APPLICATION INFORMATION

Date ____/____/____ Employee ID# _____
Last Name _____ First Name _____
MCPS Outlook Email Address _____ @mcpsmd.org
MCPS Work Location _____
Job Title (if teacher, subject/grade) _____
Union affiliation MCAAP/MCBOA MCEA SEIU

PROGRAM INFORMATION

College/University _____ University Student ID# _____
College/University Coordinator Name _____ Contact Number ____-____-____
Coordinator Email _____
Program Name _____ Program Start Date ____/____ Program Completion Date ____/____

SIGNATURES**COLLEGE/UNIVERSITY OFFICIAL**

I verify that the above named applicant is in a program of studies that requires completion of more one than (9) credits per fiscal year (July 1–June 30), and does not have an option to complete a similar program at this institution at a non-accelerated pace.

Completion of this program requires ____ total credit hours over ____ years or ____ months.

College/University Coordinator Signature _____ Date ____/____/____

APPLICANT

I have read, understand and agree to the conditions of the Accelerated Tuition Reimbursement

Applicant Signature _____ Date ____/____/____

Submit completed form to tuitionreimbursement@mcpsmd.org

**FOR OFFICE OF HUMAN RESOURCES AND
DEVELOPMENT USE ONLY**

Date Received ____/____/____ Reviewer _____

Approved Not Approved

ADDITIONAL INFORMATION

1. One form must be completed for each employee intending to participate in the accelerated academic program.
2. Completion of more than nine (9) credits per fiscal year must be a requirement of the college/university for the academic program.
3. Accelerated coursework may not be considered when similar program options are available at a non-accelerated pace.
4. If the unit member withdraws from the program, it is his/her responsibility to notify the Office of Human Resources and Development, Tuition Reimbursement Office of the change. Failure to do so may result in denial of future reimbursement requests.
5. The credits used for accelerated tuition reimbursement are credits that have been advanced over and above the negotiated nine (9) credits per year. These advanced credits will count towards future reimbursements. After the completion of the program, unit members will not be eligible for any additional reimbursement until advanced credits have been earned back.
6. If a unit member leaves MCPS prior to earning back advanced credits, MCPS may withhold funds from final paycheck(s) and/or bill the unit member for any and all advanced credits.
7. In any case, total reimbursements shall not exceed 45 credits in five years.
8. Submission of form does not constitute acceptance. Employees will be notified of approval via MCPS outlook email.
9. Questions about accelerated tuition should be directed to the Tuition Reimbursement Office at TuitionReimbursement@mcpsmd.org