

# REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** Negotiated Agreements  
**Responsible Office:** Office of Human Resources and Development

## Tuition Reimbursement

### I. PURPOSE

To delineate the roles and responsibilities for implementing tuition reimbursement in accordance with the negotiated agreements between the employee associations and the Montgomery County Public Schools (MCPS) Board of Education

### II. BACKGROUND

MCPS recognizes the necessity for a well-trained, professional workforce. The tuition reimbursement program builds the capacity of schools and offices to function as learning communities to promote and ensure student achievement by increasing employee effectiveness within their current positions and by assisting employees to prepare for career advancement within MCPS.

Negotiated agreements between the Board and the employee associations representing MCPS employees define the terms of tuition reimbursement.

### III. ELIGIBILITY

- A. Permanent, active MCPS employees who work 20 hours or more per week are eligible for tuition reimbursement as specified in negotiated agreements.
- B. Upon request, tuition reimbursement payments will be processed after the course has been satisfactorily completed with a grade of “C” or better for an undergraduate course, a “B” or better for a graduate-level course, or a “Pass” for a pass/fail course, as verified by a transcript.
- C. Reimbursement requests for credit-bearing courses graded on a pass/fail basis must be accompanied by documentation from the credit-granting institution defining the grade equivalency for a “Pass.”

**IV. ROLES AND RESPONSIBILITIES**

- A. The Office of Human Resources and Development (OHRD) is responsible for implementing and overseeing the operations of the tuition reimbursement programs established by negotiated agreements between employee organizations and the Board. Specifically, OHRD is responsible for the following:
1. Developing tuition reimbursement guidelines in collaboration with representatives of the employee associations and in accordance with agreements negotiated with employee associations;
  2. Communicating descriptions of reimbursable tuition expenses, eligibility priorities, and reimbursement procedures to MCPS employees, appropriate offices, and other stakeholders;
  3. Functioning as a resource for MCPS staff and administrators;
  4. Maintaining databases of employee tuition reimbursement applications and transactions;
  5. Establishing direct reimbursement procedures to third-party course providers where appropriate;
  6. Conducting pre-approval reviews for all course enrollment requests prior to course initiation;
  7. Reimbursing tuition requests that have been properly documented and submitted;
  8. Ensuring that tuition reimbursement approvals remain within budget-allocated funding each fiscal year; and
  9. Establishing procedures that ensure budget overages do not occur.
- B. MCPS employees seeking reimbursement for eligible professional development tuition and expenses are responsible for the following:
1. Reviewing and complying with the published tuition reimbursement guidelines for their employee organization;
  2. Submitting requests for reimbursement within the published deadlines, including all appropriate paperwork for those eligible expenses that have been paid by the employee; and

3. Ensuring the accuracy of information submitted for tuition reimbursement.

C. Priorities

1. Tuition reimbursement requirements and processes will be clear, concise, and consistently applied.
2. Except where negotiated agreements differ, tuition reimbursement processes will be consistent across employee associations.
3. Tuition reimbursement documents submitted correctly will be reimbursed in a timely manner.
4. Tuition reimbursement is subject to budget restrictions; total expenditures will remain within the budget-allocated funding each fiscal year.

**Regulation History:** New regulation, August 10, 1987; revised March 11, 1997; revised September 29, 2009; revised December 2, 2024.

# MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.\*

It is the policy of the state of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not
  - (a) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
  - (b) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
  - (c) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.\*\*

Please note that contact information and federal, state, or local content requirements may change between editions of this document and shall supersede the statements and references contained in this version. Please see the online version for the most up-to-date information at [www.montgomeryschoolsmd.org/info/nondiscrimination](http://www.montgomeryschoolsmd.org/info/nondiscrimination).

<p><b>For inquiries or complaints about discrimination against MCPS students***</b></p> <p>Director of Student Welfare and Compliance Office of District Operations Student Welfare and Compliance 15 West Gude Drive, Suite 200, Rockville, MD 20850 240-740-3215   SWC@mcpsmd.org</p>	<p><b>For inquiries or complaints about discrimination against MCPS staff***</b></p> <p>Human Resource Compliance Officer Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888   DCI@mcpsmd.org</p>
<p><b>For student requests for accommodations under Section 504 of the Rehabilitation Act of 1973</b></p> <p>Section 504 Coordinator Office of School Support and Improvement Well-Being and Student Services 850 Hungerford Drive, Room 257, Rockville, MD 20850 240-740-3109   504@mcpsmd.org</p>	<p><b>For staff requests for accommodations under the Americans with Disabilities Act</b></p> <p>ADA Compliance Coordinator Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888   DCI@mcpsmd.org</p>
<p><b>For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff***</b></p> <p>Title IX Coordinator Office of District Operations Student Welfare and Compliance 15 West Gude Drive, Suite 200, Rockville, MD 20850 240-740-3215   TitleIX@mcpsmd.org</p>	

\*This notification complies with the federal Elementary and Secondary Education Act, as amended.

\*\*This notification complies with the Code of Maryland Regulations Section 13A.01.07.

\*\*\*Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, mCCR@maryland.gov; Agency Equity Officer, Office of Equity Assurance and Compliance, Office of the Deputy State Superintendent of Operations, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, MD 21201-2595, oeac.msde@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or [PIO@mcpsmd.org](mailto:PIO@mcpsmd.org). Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) [mcpsinterpretingservices@mcpsmd.org](mailto:mcpsinterpretingservices@mcpsmd.org), or [MCPSInterpretingServices@mcpsmd.org](mailto:MCPSInterpretingServices@mcpsmd.org).