

TUITION REIMBURSEMENT POLICY AND PROCEDURES

The Baltimore City Public Schools will grant tuition reimbursement to employees, subject to available funds, for tuition charges from an accredited institution recognized by the Maryland State Department of Education offering undergraduate or graduate courses. The amount to be reimbursed is determined each funding period by the available funds and based upon BCPS policy or negotiated agreements.

To receive reimbursement, employees must:

1. **File a Request for Course Approval for Tuition Reimbursement by the established deadline date.**
2. **Be certified as eligible by the Office of Teacher Certification and/or Office of Human Resources - Business Unit.**
3. **Forward a transcript along with an itemized tuition statement to the Office of Human Resources - Business Unit upon satisfactory completion of requested and approved course work within the required deadlines.**
4. **Be in active service at the time of request and time of reimbursement.**
5. **Any grants and/or scholarships will be deducted from the tuition costs prior to determining reimbursement**

Employees on approved Study Leave, whose coursework has met the guidelines of this policy, will be reimbursed during the designated payment period upon return to active service. An exception will be made for staff on Sabbatical Leave whose reimbursement will be the same as for those members who are in active service.

To apply for Tuition Reimbursement, the Request for Course Approval for Tuition Reimbursement form must be received according to the deadline dates indicated below. **Failure to meet submission deadlines will result in denial of Tuition Reimbursement.**

Forms may be obtained from the Baltimore City Public Schools website at <http://www.bcps.k12.md.us>.

Tuition payments by the Board shall be taxed as required by federal and state laws.

Employees are responsible for ensuring that the request form, transcript and itemized tuition statements are received in the Office of Human Resources - Business Unit on or before the designated deadline dates.

Employees may be responsible to repay City Schools all or a portion of tuition monies received if the terms of the negotiated agreement or BCPS policy are not fulfilled. **It is the employee's responsibility to understand the terms.** Below is a summary of tuition repayment rules. Please refer to the negotiated agreement or BCPS policy for full details.

Deadline for submitting the application:

October 1st – Fall Semester
December 1st - Winter Semester
February 1st – Spring Semester
July 1st – Summer Semester

Deadline for submitting the transcripts and proof of payment:

February 1st – Fall Semester
March 1st - Winter Semester
July 1st – Spring Semester
October 1st – Summer Semester

Baltimore Teachers Union – Teachers

The tuition benefit policy outlined in the BTU Teacher Agreement, states that the Baltimore City Board of School Commissioners shall pay a portion of the cost of tuition fees for courses taken by teachers up to and including twelve (12) credit hours per year in an educational field or related educational area. Temporary and substitute teachers are ineligible for tuition benefit. Teachers are responsible for paying registration and application fees. Tuition payment percentage requirements are as followed:

1. Up to Masters' Degree - 75% tuition reimbursement
2. Masters' Degree or Equivalent and beyond - 50% tuition reimbursement
3. Grade requirement - B or better

Individuals participating in Project Site Support must comply with additional requirements as stated in their agreement. Tuition payments by the Board shall be taxed as required by federal and state laws and the Board may require repayment of the benefit by the teacher according to the following:

TEACHERS WITH LESS THAN FIVE YEARS OF CONTINUOUS SERVICE

Teachers with less than five (5) years of continuous service receiving tuition reimbursement shall be required to remain an employee of the Board for two (2) school years following receipt of tuition reimbursement. Teachers with less than five (5) years of continuous service who voluntarily terminate employment shall return 75% of all tuition monies paid by the Board for the previous two (2) school years.

TEACHERS WITH FIVE OR MORE YEARS OF CONTINUOUS SERVICE

Teachers with five (5) or more years of continuous service shall be required to remain an employee of the Board for one (1) school year following the receipt of tuition reimbursement. Teachers with more than five (5) years of continuous service who voluntarily terminate employment shall return 100% of all tuition monies paid by the Board for the previous semester. Teachers who retire from BCPSS are not required to reimburse the Board.

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Baltimore Teachers Union – Paraprofessionals

The tuition benefit policy outlined in the BTU Paraprofessional Agreement, states that the Baltimore City Board of School Commissioners may pay a portion of the cost of tuition fees up to and including twelve (12) credit hours per year for courses taken by Paraprofessionals in an educational field or related educational area approved by the Board. These qualifications include the following:

1. For job-related courses
2. Up to Masters' Degree – 75% tuition reimbursement
3. Masters' Degree or Equivalent and beyond – 50% tuition reimbursement
4. Grade requirement - B or better

A Paraprofessional receiving tuition reimbursement shall be required to remain an employee of the Board for three (3) school years following the reimbursement. If the Paraprofessional voluntarily terminates employment with the Baltimore City Public Schools, he/she shall return all tuition reimbursement for the previous three (3) school years.

Public School Administrators and Supervisors Association

The tuition reimbursement fund for each school year of the current Agreement shall be \$45,000. The fund is to be administered in the present manner agreed upon by the parties which can only be changed before August 31st of each year.

Unit II (PSASA) employees will receive full reimbursement for successful completion of the Maryland State Department of Education Testing Examination for Administrator II Certification up to a maximum of \$500.00.

City Union of Baltimore

Upon approval of the BCPS, employees shall be granted benefits and shall be reimbursed, providing the employee meets all qualifications, consisting of not more than four (4) courses, for job-related courses or those leading to a job-related degree. Affected employees shall be further reimbursed for laboratory and administrative fees not to exceed thirty dollars (\$30.00) per semester. These qualifications include the following:

1. Six Month Waiting Period from date of hire
2. For job-related courses
3. 10 credits per semester
4. 50% of tuition cost
5. Grade requirement - C or better

All personnel requiring a special license to maintain a position shall be reimbursed for renewal fees, other than motor vehicle operating licenses, by the BCPS.

Unaffiliated

The tuition benefit policy states that the Baltimore City Board of School Commissioners may pay a portion of the cost of tuition fees for courses taken by unaffiliated employees with six (6) or more months of continuous service up to and including ten (10) credit hours for a job-related course as approved by BCPS.

Employees are responsible for paying registration and application fees. Tuition payment percentages requirements are as followed:

1. 50% for job-related course
2. \$25.00 allowance per semester for fees
3. Grade requirement - C or better or Pass

An employee receiving tuition reimbursement shall be required to remain an employee of the Board for one (1) year following the reimbursement. If the employee voluntarily terminates employment with the Baltimore City Public School System, he/she shall return all tuition reimbursement for the previous year.