

# REQUEST FOR TUITION REIMBURSEMENT

## College Credit Reimbursement

Teachers will be reimbursed for the cost of college courses up to six (6) hours earned from July 1 of one (1) year to June 30 of the following year. The maximum rate of reimbursement will be adjusted to be the tuition rates set by Frostburg State University for undergraduate and graduate courses. Reimbursement for courses taken through other institutions or agencies may not exceed the Frostburg State University tuition rate or the actual invoiced cost of the course.

## Conditions of Reimbursement

In order to be entitled to reimbursement, the teacher must meet the following conditions:

1. The teacher must be under contract to the Board. The teacher must be teaching in Garrett County to receive reimbursement for classes taken during the summer.
2. Credits must be earned at an accredited institution.
3. A grade of "C" or better must be earned in the course or a passing grade in a pass/fail course.
4. Credits earned must contribute toward the securing and/or renewal of the Standard Professional Certificate, toward the securing or renewal of an Advanced Professional Certificate or toward the securing of an advanced degree in education or graduate courses in education or field of teaching.
5. Any courses not covered in Item 4 must have prior approval, in writing, of the person responsible for certification in the Board of Education Office.
6. Claims for reimbursement must be submitted by September 15, January 15, and June 15 of each school year. Reimbursement will be made during the following month.

Any financial assistance or allowance received for tuition from any source will be deducted from the amount the teacher would have been reimbursed according to the guidelines above.

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NAME \_\_\_\_\_ EMPLOYEE ID NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ SCHOOL \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_ CLASS NAME: \_\_\_\_\_ CREDITS: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_ CLASS NAME: \_\_\_\_\_ CREDITS: \_\_\_\_\_

REIMBURSEMENT PERIOD (Check one)       January 15     June 15     September 15

## ITEMS TO BE ATTACHED TO THIS REIMBURSEMENT REQUEST:

- Frostburg State University or Garrett College Tuition Reimbursement**
  - Unofficial transcript or grade report is acceptable  
(circle or highlight the course for which you are requesting reimbursement)
- All other educational institutions:**
  - Official transcript
  - Tuition bill or receipt showing charge and payment for course work

Please be certain you have provided the required documents to process your request. **Incomplete requests will be processed during the next reimbursement cycle.**