

**WORCESTER COUNTY BOARD OF EDUCATION**  
**CLAIM FOR REIMBURSEMENT FOR COLLEGE CREDITS/COURSES EARNED**  
**NURSES/SUPPORT PERSONNEL (COURSES TAKEN FALL 2016 – SUMMER 2017)**

Name: \_\_\_\_\_

Employee ID #: E 0 \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_                      Date: \_\_\_\_\_

School: \_\_\_\_\_                      Position: \_\_\_\_\_

**THE FOLLOWING ARE REQUIRED FOR REIMBURSEMENT:**

1. **OFFICIAL** transcript or **ORIGINAL** grade report  
 Check here if transcript is being mailed separately
2. Printout from the college/university showing a breakdown of per credit rate and fees
3. Copy of receipt, cancelled check/bank statement, credit card slip/statement, or loan papers
4. Employee ID # (obtain from direct deposit stub or from school secretary)

Semester and Year	College or University	Course Number and Title	Credit Hours	Grade

\* \* \* \* \* **DO NOT WRITE BELOW THIS LINE** \* \* \* \* \*

Number of Hours \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Fees \_\_\_\_\_ \$ \_\_\_\_\_  
 Total Reimbursement \_\_\_\_\_ \$ \_\_\_\_\_  
 Account Code: 665090-\_\_\_\_\_

\_\_\_\_\_  
 Approved by Principal

\_\_\_\_\_  
 Approved by Human Resources

\_\_\_\_\_  
 Approved by Business Operations

## **REIMBURSEMENT FOR EDUCATION EXPENSES**

- a. With prior approval of the employee's immediate supervisor and Superintendent or designee, employees shall receive reimbursement toward the cost of specialized/technical training or college coursework completed between September 1 of one year and August 31 of the next year. To obtain prior approval, the specialized/technical training or coursework must be related to the employee's work assignment or required to pursue teacher certification. Approval by the immediate supervisor and Superintendent or designee is required prior to enrolling in the course or training program.
- b. Reimbursement will be paid upon presentation of the proper reimbursement claim, accompanied by a certificate of completion or original grade slips for courses taken during the reimbursement period and not previously submitted to the Central Office, together with a properly executed statement of fees (a receipt) from the college attended which shows an itemized listing of charges made; clearly showing the tuition cost and fees paid for such things as registration, laboratory, parking, etc.
- c. The maximum amount of reimbursement an employee may receive will be equal to the tuition charges for twelve (12) semester hours of credit at the per credit hour rate at the University of Maryland, College Park, College of Education. Reimbursement per credit hour shall be the cost per credit hour of the institution attended and shall not exceed the per credit hour rate at the University of Maryland, College Park, College of Education. Reimbursement up to the maximum of \$20 will be paid for fees other than late registration.
- d. In order to be entitled to reimbursement, the employee must meet the following conditions:
  - (1) For specialized/technical training or courses taken during the school year, the employee must have been employed in Worcester County Public Schools at the time the course or training was taken and must be employed in Worcester County Public Schools the following school year. For courses or training taken during the summer, the employee must have been employed in Worcester County Public Schools during the previous school year and must be employed in Worcester County Public Schools during the following school year.
  - (2) College credits must be earned at an accredited degree-granting institution.
  - (3) The grade of "C" or better must be earned in the course taken or evidence provided that the specialized/technical training was completed in a satisfactory manner.
  - (4) Credits or certifications earned must contribute toward earning teacher certification or improving current job skills. The immediate supervisor must approve individual courses or training required to maintain current job skills.
  - (5) Any financial assistance or allowance received for tuition from any source will be deducted from the amount that the employee would be reimbursed under the formula stated above.
  - (6) If credits are granted by the institution, but no direct tuition payment is made by the employee, no reimbursement will be paid.

## **PROCEDURE FOR ADVANCEMENT ON THE SALARY SCALE**

It is the responsibility of the staff member requesting advancement on the salary scale to notify the Human Resources office of such in writing, and to supply all necessary documentation. Bona fide requests received by October 15 of the fiscal year will result in an adjustment of salary retroactive to the beginning of the school year. Requests received between October 15 and February 15 will result in an adjustment of salary beginning January 1 of the current school year.