



Harford County Public Schools

Human Resources ~ Benefits Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
410-588-5275 * FAX: 410-588-5316

APSASHC

PARTIAL REIMBURSEMENT FOR JOB-RELATED COURSES

(Principals, Assistant Principals, Certificated Supervisors, Instructional Facilitators, Pupil Personnel Workers)

TUITION REIMBURSEMENT INFORMATION CAN BE FOUND ON THE HUMAN RESOURCES SHAREPOINT SITE

[SharePoint/Human Resources/Benefits](#)

PLEASE TYPE OR PRINT:

Name: _____ Employee ID Number: _____

Position: _____ Job Location: _____

Purpose:

- To Obtain SPC
 To Obtain APC
 To Obtain Master's Degree
 To Renew SPC
 To Renew APC
 45 Credits Toward Pre-approved Doctoral Program*

**If you are enrolled in a doctoral program, a copy of your acceptance letter must be on file in the Human Resources Office before reimbursement will be approved.*

Term Taken	College/University	Course Number	Course Title	Credit	Grade	Tuition
						PLEASE ATTACH COPY OF RECEIPT

Information regarding tuition reimbursement can be found in Article XVII of the APSASHC Negotiated Agreement. Please refer to sections 17.1 and 17.2.

- You must submit the ORIGINAL grade slip or OFFICIAL transcript with this application.** To ensure that your request is processed efficiently, please request that your transcript be sent from your university directly to you. Then attach the transcript to this form before submitting to the Human Resources Office. **Photocopies or Internet downloaded grade reports are unacceptable.**
- A maximum of 12 semester hours of coursework completed each fiscal year may be reimbursed, if applicable towards obtaining or renewing a professional certificate. The fiscal year runs from July 1-June 30 and the course ending date determines which fiscal year the reimbursement will be applied to. You **MUST** be an active employee when reimbursement is requested.
- Credits which are eligible for reimbursement must be submitted **within 90 days after completion of the course**. The Human Resources Office will review individual cases when an employee is unable to submit the tuition reimbursement request within 90 days after completion of the course.
- Incomplete forms will be returned.

Employee Signature

Date Submitted