



# Harford County Public Schools

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

## HCEA

### PARTIAL REIMBURSEMENT FOR JOB-RELATED COURSES

(Teachers, School Psychologists, Guidance Counselors, Speech-Language Pathologists, Library Media Specialists)

**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 HCEA 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