



**AHCATSP**  
**PARTIAL REIMBURSEMENT FOR JOB-RELATED COURSES**

*Non-Certificated Administrators and Technical Professionals*

ADDITIONAL INFORMATION AVAILABLE ON THE HUMAN RESOURCES/BENEFITS SHAREPOINT SITE

[SharePoint/Human Resources/Benefits](#)

PLEASE TYPE OR PRINT:

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

Employee ID Number: \_\_\_\_\_

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

Job Location: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PURPOSE:**

- To enhance current job skills
- To enhance promotional opportunities
- To complete requirements for degree
- To complete requirements for current position

Date of Course	College or Institution	Course Number (ex. ENG 100)	Course Title	Non-Credit	Credit

*Harford County Public Schools will reimburse AHCATSP employees for job-related courses or training programs. The number of credits, the reimbursed dollar amount, and additional information may be found in the current AHCATSP Negotiated Agreement, Article XII.*

**TO QUALIFY FOR REIMBURSEMENT**

- All requests for reimbursement must be initiated on this form and must be for job-related courses or training programs.
- All courses must be approved by the immediate supervisor **prior to enrollment in the course.**
- All courses must be approved by a Human Resources Supervisor/Specialist **prior to enrollment in the course.**
- Successful completion of the course with a grade "C" or better and/or indication of successful completion.
- Eligible employees must be on active status at the time of registration, while the course work is being completed and when the reimbursement payment is made.

**TO REQUEST PRE-APPROVAL, SUBMIT THIS FORM TO THE HUMAN RESOURCES OFFICE WITH:**

- the principal's/supervisor's signature, and
- a copy of the course description AND a copy of the tuition/course fee or itemized receipt.**
- An approval email will be sent to you.
- Incomplete forms will be returned.

**AT THE CONCLUSION OF THE COURSE, IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO SUBMIT:**

- copy of the OFFICIAL grade report or OFFICIAL transcript (grade "C" or better),
- copy of the ITEMIZED tuition receipt showing payment and payment method, and
- pre-approval email from the Human Resources Office.
- **Requests for reimbursement must be submitted within 90 days of course completion.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Office - Supervisor/Specialist Signature

\_\_\_\_\_  
Date