

**WORCESTER COUNTY BOARD OF EDUCATION**  
**CLAIM FOR REIMBURSEMENT FOR COLLEGE CREDITS/COURSES EARNED**  
**CERTIFICATED PERSONNEL (COURSES TAKEN FALL 2019 – SUMMER 2020)**

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

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

Date: \_\_\_\_\_

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

**THE FOLLOWING ARE REQUIRED FOR REIMBURSEMENT:**

1. **OFFICIAL** transcript       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)
5. Copy of Professional Development Plan (if current plan not on file in Human Resources)

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

I certify that the above courses are part of my Professional Development Plan on file in the Human Resources Department.

\_\_\_\_\_  
Signature

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

Number of Hours \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Fees \_\_\_\_\_ \$ \_\_\_\_\_

Total Reimbursement \_\_\_\_\_ \$ \_\_\_\_\_

Account Code: 66 \_\_\_\_\_ 45090499

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

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

## REIMBURSEMENT FOR COLLEGE CREDITS EARNED

1. Teachers shall receive reimbursement toward the cost of college courses for credits earned between September 1 of one year and September 1 of the next year. **This reimbursement will be paid during the months of February and October.**
2. Reimbursement will be paid upon presentation of the proper reimbursement claim, accompanied by official transcripts 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.
3. The maximum amount of reimbursement a teacher may receive will be equal to the tuition charges for twelve semester hours of graduate 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.
4. In order to be entitled to reimbursement the teacher must meet the following conditions:
  - (a) For courses taken during the academic year, the teacher must have been employed in Worcester County at the time the course was taken and must be employed in Worcester County the following academic year. For courses taken during the summer, the teacher must have been employed in Worcester County during the previous academic year and must be employed in Worcester County during the following academic year.
  - (b) Credits must be earned at an accredited degree-granting institution.
  - (c) The grade of "C" or better must be earned in the course.
  - (d) Credits earned must contribute toward removing any certification deficiencies which resulted in a substandard certificate or toward the renewal of a Standard Professional Certificate or toward meeting the certification requirements for some other field of certification or toward meeting the standards for an Advanced Professional Certificate. Any courses not contributing to the above must have prior approval, in writing, of the person responsible for certification in the central office.
  - (e) Claims for reimbursement together with supporting documents must be submitted by January 15 and/or September 15.
  - (f) Any financial assistance or allowance received for tuition from any source will be deducted from the amount that the teacher would be reimbursed under the formula stated above.
  - (g) If credits are granted by the institution, but no direct tuition payment is made by the teacher, no reimbursement will be paid under this article.

## PROCEDURE FOR ADVANCEMENT ON THE SALARY SCALE

It is the responsibility of the certificated 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. In the case of a person requesting advancement to the Master's Degree Plus 30 Graduate Hours, a written request for a course count will suffice as the written notification.