

## Facts about your FCPS Tuition Benefits

CERTIFICATED STAFF / FCTA	
Eligibility	All teachers .5 or greater are eligible
Amount of benefit	<p>A maximum of 9 credits per fiscal year (July 1-June 30)</p> <p>36 credits maximum reimbursed during career at FCPS</p> <p><i>*Personnel holding an Advanced Professional Certificate are eligible for a maximum of 3 semester hours per year (6 credits total per 5 year certificate renewal period) to maintain certification.</i></p> <p>Tuition costs only – reimbursed at a maximum rate of \$472/credit hour (2018-2019)</p>
Direct Pay Program	<p>Participating colleges: Hood College, McDaniel College, Mount Saint Mary's University, University of Phoenix, Walden University, Frostburg State University at Hagerstown, Trinity Washington University, and University of Maryland University College.</p> <p>You must sign up for Direct Pay before the class starts. Registration is cutoff BEFORE the semester starts. Deadlines can be found on the FCPS website under For Staff &gt; Benefits &gt; Tuition &amp; Education.</p>
Course Approval  Requirements for Reimbursement	<p>Course approval submitted PRIOR to enrollment in course(s).</p> <p>A grade of C or better in the course.</p> <p>Supporting documentation submitted by deadline.</p> <ul style="list-style-type: none"> <li>• Original transcript</li> <li>• Proof of payment (credit card receipts not accepted)</li> </ul>
Deadlines	<p>Course approval 30 days prior to enrolling.</p> <p>Tuition Reimbursement – must submit all documentation by</p> <p style="padding-left: 20px;">Oct 15 for <u>summer courses</u> ending by August 31</p> <p style="padding-left: 20px;">Mar 1 for <u>fall courses</u> ending by December 31</p> <p style="padding-left: 20px;">June 30 for <u>spring courses</u> ending by June 1</p> <p>Deadlines can be found on the FCPS website under For Staff &gt; Benefits &gt; Tuition &amp; Education.</p>
Repayment obligations	With the exception of extenuating circumstances, employees who leave employment within two (2) years of receiving tuition reimbursement shall be required to repay the monies received.