

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 (Summer Semester – Spring Semester).</p> <p>36 credits maximum reimbursed during career at FCPS <i>*Personnel holding Advance 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 (2020-2021).</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 Global Campus</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 > Benefits > Tuition & Education.</p>
Course Approval Requirements for Reimbursement	<p>Course approval submitted online PRIOR to enrollment in course(s) (https://courereg.fcps.org/)</p> <p>A grade of ‘C’ or better in the course. If college provides “pass” or “satisfactory” grade, documentation must be provided by college to demonstrate grade is equivalent to a ‘C’ or better.</p> <p>Supporting documentation uploaded into approved request by deadline.</p> <ul style="list-style-type: none"> • Official transcript • Proof of payment (credit card receipts not accepted)
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 > Benefits > Tuition & 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.

