

## Facts about your FCPS Tuition Benefits

SUPPORT / FASSE	
Eligibility	Must be an actively employed - benefited employee.
Amount of benefit	<p>\$1500 maximum per fiscal year (July 1 – June 30) for courses that are job related, or in pursuit of continuing education, or in pursuit of a career change within FCPS.</p> <p>-OR-</p> <p>\$3500 maximum per fiscal year for programs leading to teacher certification K-12 or other areas identified as a technical skill shortage area.</p>
Direct Pay Program	<p>Participating colleges: Frederick Community College, Hood College, McDaniel College, Mount Saint Mary's University, University of Phoenix, and Walden University. <i>Coming Spring 2016 – Frostburg State University at Hagerstown</i></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 FCPS.ORG/Human Resources&gt; benefits, links, and forms&gt; tuition benefits.</p> <p>If you are participating in Direct Pay, there is no need to submit the separate coursework approval form.</p>
Course Approval  Requirements for Reimbursement	<p>Must submit course approval PRIOR to enrollment in course(s)</p> <p>A grade of C or better in the course, or proof of completion for non-credit courses.</p> <p>Supporting documentation submitted within 30 days of completion of course.</p> <ul style="list-style-type: none"> <li>• Original grade report or official transcript</li> <li>• Proof of payment (credit card receipts not accepted)</li> </ul>
Deadlines	<p>Course approval BEFORE enrolling.</p> <p>Tuition Reimbursement must be submitted within 30 days of completion of course.</p> <p>Deadlines can be found on the FCPS website under Human Resources&gt; benefits, links, and forms&gt; tuition benefits.</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 any monies received.