

Tuition Reimbursement

Baltimore City Public Schools
Office of Human Capital Rm. 110
Baltimore, MD, 21202

One of the most extensive benefits Baltimore City Schools offer, is its' tuition reimbursement program. This contractual arrangement between stakeholders and approved employees has specific terms and guidelines in which City Schools may pay a percentage towards the employee's continuing education. City Schools recognizes the importance of enabling employees to reach their personal goals, all while creating a pool of qualified staff to contribute to the district. As a result--and in respect to promote professional development, Baltimore City Public School System will grant tuition reimbursement to employees, subject to available funds, for tuition charges from an accredited college/university.

Reimbursement Rates by Union

BTU: Contingent upon current education level 50%-75%.

BTU-PSRP: Contingent upon current education level 50%-75%.

UNAFFILIATED: 50% for all members of this bargaining unit.

CUB: 50% for all members of this bargaining unit.

PSASA: 100% for all members of this bargaining unit.

LOCAL 44: All members of this bargaining unit are eligible for up to \$2250.00 per fiscal year



Application Deadlines

July 1

Summer 2016 Applications Due

October 1

Fall 2016 Applications Due

December 1

Winter 2016 Application Due

February 1

Spring 2017 Application Due

Grade and Payment Submission Deadlines

October 1

Summer 2016 Grades and Payment Information Due

February 1

Fall 2016 Grades and Payment Information Due

March 1

Winter 2016 Grades and Payment Information Due

July 1

Spring 2017 Grades and Payment Information Due

FAQ's

Q) How do I know if I'm eligible for Tuition Reimbursement?

A) Per union contract city schools union contracts the following unions are eligible for reimbursement: BTU, BTU-PSRP, PASASA, Unaffiliated, & Local-44/CUB. Be sure to read the correct union agreement, union requirements may vary. Copies of each union agreement are available on the City Schools website at www.Baltimorecityschools.org

Q) How do I obtain Tuition Reimbursement Forms?

A) You can access Tuition Reimbursement forms under HC forms under the Baltimore city schools website or visit us at 200 E North Avenue in room 110 and request forms at the front desk.

Q) How many credits am I eligible for per school year?

BTU 12 credits per school year

BTU-PSRP 12 credits per school year

Unaffiliated 10 credits per school year

CUB 10 credits per semester

PSASA 12 credits per school year with \$2,000 cap per person, and \$500.00 towards SLLA Exam.

Q) If I am a member of Baltimore Teacher Residency or Teach for America do I have to submit applications to the human capital office?

A) For cohort members you should talk to your program representative prior to submitting your application to the human capital office.

Q) Can I be reimbursed for MSDE credits or Professional Development credits?

A) No, only college credits taken at an accredited college or university will be reimbursed however if your bargaining unit has agreed professional development or trainings are acceptable please refer to your union handbook for details prior to submitting an application.

Payroll Dates

Coming Soon...

Q) How do I know if I have been approved for reimbursement?

A) If you are approved or denied you will be contacted via E-mail to your city schools E-mail address informing you the status of your application. If you are denied you are notified via E-mail informing you the reason(s) as to why you were denied.

Q) If my application is rejected can the decision be reversed?

A) Each application is reviewed based on guidelines and agreements. If your application is denied, you will be provided with a reason why your request was rejected. Please be sure to read your notification carefully for available option and/or checklist for future submissions.

Q) My school does not follow the deadline for the application can I still apply for reimbursement?

A) Yes, on the application forms, there's a selection to identify applicants who are not following a tradition schedule. Please select yes if that applies to you, however please be mindful that applications must still be submitted by the established deadlines.

Q) My classes did not follow the deadline for transcript and proof of payment. Can I still submit the documents upon completion of my courses?

A) Yes, in order to avoid being rejected for reimbursement for the requested semester, please attach your course schedule to your proof of payment and your grades to verify the course end date.

Q) I just paid the balance for a previous semester, and I applied for reimbursement. Can I still be reimbursed for that course?

A) No, unfortunately the deadlines are established and inflexible.

Q) How long does it take to receive reimbursement?

A) Processing can take up to 40 school/business days.

Q) I resubmitted my grades and payment information following a request for more information, why haven't I been reimbursed yet?

A) If proper documentation has not been submitted it can delay the payment process. Please be sure that your payment information includes the following: Cost for tuition, balance paid, & your grades must meet Board approved requirement according to your union contract.

Q) I missed the deadline to submit my application; will the application be accepted after the established deadline?

A) No, unfortunately deadlines are pre-established and inflexible.

