

TUITION REIMBURSEMENT FY-19

Tuition reimbursement is available for members of the Prince George's County Educators' Association (PGCEA) bargaining unit.

Pursuant to the negotiated agreements all current employees that have completed qualified course work while represented by the above unions are eligible to apply. **Payments are required to be processed on a first come first served basis until all funds are depleted.**

All documentation, including cover sheet, transcript(s), proof of payment and course end date, must be submitted as a **complete packet** to the Department of Human Resources Operations and Staffing - Certification Office, Room 108, at the Sasscer Administration Building, via mail or in-person (faxed or emailed documents are not acceptable for tuition reimbursement purposes)

For the convenience of our educators, the Office of Certification will open and begin accepting submissions at **6:00am** on the first day of submission.

In preparation for submission, you may wish to secure the following required documentation:

- Completed 2018-2019 Tuition Reimbursement [Cover Sheet](#)
- Official transcript(s) (*MUST BE INCLUDED WITH REQUEST)
(*Copy **REQUIRED**, if official was previously submitted to Certification),
- Proof of payment for each college credit/course indicating payment type, and
- Proof of the exact date the course ended (PGCEA ONLY)

Requests received prior to the accepted beginning date will be denied.

Tuition Reimbursement Packets for **Prince George's County Educators' Association (PGCEA)** will be accepted **three times** throughout FY19. Only courses completed during the specified end dates will be accepted during the appropriated submission dates.

- **First submission**
 - Course end date between **July 1, 2018 and October 31, 2018**, requests accepted from **December 3, 2018 until December 7, 2018**
- ***Second submission**
 - Course end date between **November 1, 2018 and February 28, 2019**, requests accepted from **March 18, 2019 until March 22, 2019**
- ***Third submission**
 - Course end date between **March 1, 2019 and June 30, 2019** requests accepted from **July 15, 2019 until July 19, 2019**

Detailed information regarding the reimbursement process, along with the required Tuition Reimbursement Cover Sheet is located at www.pgcps.org/tuition.

Questions regarding the Tuition Reimbursement process should be directed to certification@pgcps.org.

****Starting with the Second submission of Tuition reimbursements requests will be accepted on line. Details and Instructions will be available prior to March 18, 2019.***