

TUITION REIMBURSEMENT APPEAL

Montgomery County Public Schools
Office of Human Resources and Development
45 West Gude Drive, Rockville Maryland 20855
Please complete and email to
tuitionreimbursement@mcpsmd.org

Date Received: _____ Response Due: _____

Returned to Employee: _____

Approved:

Not Approved:

Instructions: All appeals must be submitted to the tuition reimbursement unit. The processor will research transaction history and submit the appeal to the fiscal specialist. The fiscal specialist will review for completion and submit to the Chief of Human Resources and Development for final review and decision. Decision and rationale will be returned to the employee within 2 weeks of submission.

Date:

Employee ID#

Last Name: _____, First Name: _____

Union affiliation: MCAAP MCEA SEIU

Current MCPS Position: _____ Work Location: _____

Type of appeal: Appealing denial for reimbursement of a specific course

Appealing denial for accelerated tuition reimbursement

University: _____ Program / Salary Lane Advancement: _____

Course name: _____ Transaction number: _____

Reason provided by tuition reimbursement unit for denial:

Missed Deadline ___ Ineligible Course ___ Tuition was paid by someone other than employee

Ineligible Grade Other Program ineligible for accelerated tuition reimbursement

Please explain why your appeal should be approved:

Employee Signature _____

Date: __/__/__

OHRD Comments:

Signature: _____

Date: __/__/__

Office of Human Resources and Development