

**AHCATSP**  
**PARTIAL REIMBURSEMENT FOR JOB-RELATED COURSES**  
*Non-Certificated Administrators and Technical Professionals*

ADDITIONAL INFORMATION AVAILABLE ON THE HUMAN RESOURCES/BENEFITS SHAREPOINT SITE  
[SharePoint/Human Resources/Benefits](#)

PLEASE TYPE OR PRINT:

Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Position: \_\_\_\_\_

Job Location: \_\_\_\_\_

Email Address: \_\_\_\_\_

This request is for a master's or doctoral program in its entirety; this pre-approval form is the only pre-coursework documentation required for the full program; post course documentation still required. HR pre-approval email covers full program.

**PURPOSE:**

- |  |  |
|--|--|
| <input type="checkbox"/> To enhance current job skills       | <input type="checkbox"/> To enhance promotional opportunities          |
| <input type="checkbox"/> To complete requirements for degree | <input type="checkbox"/> To complete requirements for current position |

Date of Course	College or Institution	Course Number (ex. ENG 100)	Course Title	Non-Credit	Credit

Harford County Public Schools will reimburse AHCATSP employees for job-related courses or training programs. The number of credits, the reimbursed dollar amount, and additional information may be found in the current AHCATSP Negotiated Agreement, Article XII.

**TO QUALIFY FOR REIMBURSEMENT**

- All requests for reimbursement must be initiated on this form except those in a pre-approved full program (scanned HR pre-approval email required in lieu of this form) and must be for job-related courses or training programs.
- All courses or programs must be approved by the immediate supervisor **prior to enrollment in the course**.
- All courses or programs must be approved by a Human Resources Supervisor/Specialist **prior to enrollment in the course**.
- Successful completion of the course with a grade "C" or better and/or indication of successful completion.
- Eligible employees must be on active status at the time of registration, while the course work is being completed and when the reimbursement payment is made.
- **Requests for reimbursement must be submitted within 90 days of course completion.**

**TO REQUEST PRE-APPROVAL, SUBMIT THIS FORM TO THE HUMAN RESOURCES OFFICE ("HR") WITH:**

- The principal's/supervisor's signature, and
- A copy of the course or program description AND a copy of the tuition/course fee or itemized receipt.**
- An approval email will be sent to you.
- Incomplete requests will be returned to the employee.

**AT THE CONCLUSION OF THE COURSE, IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO SUBMIT:**

- An OFFICIAL grade report or OFFICIAL transcript (grade "C" or better) emailed to [transcripts@hcps.org](mailto:transcripts@hcps.org) directly from college/university or 3<sup>rd</sup> party clearinghouse, and
- A copy of the ITEMIZED tuition receipt showing course tuition fee, payment, date(s) of payment and payment method, emailed to [transcripts@hcps.org](mailto:transcripts@hcps.org) along with,
- A scanned copy of HR pre-approval email for course/program from the Human Resources Office.

\*Excluding the official transcript email directly from the college/university, all attached documentation should be sent in one email to [transcripts@hcps.org](mailto:transcripts@hcps.org) as separate PDF documents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Office - Supervisor/Specialist Signature

\_\_\_\_\_  
Date