



**APSASHC**  
**PARTIAL REIMBURSEMENT FOR JOB-RELATED COURSES**

*Principals, Assistant Principals, Certificated Supervisors, Instructional Facilitators, Pupil Personnel Workers*

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: \_\_\_\_\_

**PURPOSE:**

- Obtain SPC                       Obtain APC                       Obtain Master’s Degree  
 Renew SPC                       Renew APC                       45 Credits Toward Pre-Approved Doctoral Program\*

*\*If you are enrolled in a doctoral program, a copy of your acceptance letter must be on file with the [HR Certification Dept](#) before reimbursement will be approved.*

*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 HCEA Negotiated Agreement, Article XVII.*

Term Taken	College/University	Course Number (ex. EDUC 615)	Course Title	Credit	Grade

**ITEMS TO SUBMIT WITH YOUR PARTIAL REIMBURSEMENT REQUEST FORM:**

- 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
- An itemized receipt** showing course tuition fee, payment, date(s) of payment and payment method, emailed to [transcripts@hcps.org](mailto:transcripts@hcps.org). Form(s) of payment should be also included to show whether the payment was made by the employee, through financial aid, credit card, scholarships, grants, etc. or through a combination of the above.

**IMPORTANT INFORMATION:**

- The fiscal year runs from July 1-June 30 and the course ending date determines which fiscal year the reimbursement will be applied to. You **MUST** be an active employee when reimbursement is requested.
- Credits which are eligible for reimbursement must be submitted **within 90 days after completion of the course**.
- Information regarding tuition reimbursement can be found in Article XVII of the current APSASHC Negotiated Agreement.
- Note: No additional reimbursement is provided for master’s programs after first degree is earned or for any of the “plus” programs (+30, +60) beyond six (6) renewal credits for each five-year certificate period.

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

\_\_\_\_\_  
 Date Submitted