

# THE MARYLAND SCHOOL FOR THE BLIND

## **Tuition Reimbursement Policy**

**Purpose:** MSB recognizes the value of continuing education and career growth for our employees. To support professional development and encourage advancement within the organization, MSB provides partial financial assistance through tuition reimbursement for employees pursuing work-related education.

**Scope:** This policy applies to all eligible employees committed to professional development and career growth within MSB.

To qualify for tuition assistance, an employee must:

- Be a full-time MSB employee on active pay status and have completed at least six months of employment at the time of application.
- Part-time benefits-eligible employees (.60–.99 FTE) who have completed one year of employment and are in active pay status may also participate on a pro-rated basis according to their FTE.
- Employees who are less than .60 FTE, part-time employees not meeting the above criteria, or employees currently in the disciplinary process are **not eligible** for tuition assistance.

**Policy:** It is the policy of MSB to provide reimbursement to eligible employees at 100% of the cost per credit. Employees may obtain reimbursement for up to 12 credits per calendar year or a maximum of \$5,250.00 per year. All employees are subject to the following eligibility guidelines:

1. The course work is directly related to the employee's current position or related to a position within the school that the employee may hold in the future.
2. The course work must be at an undergraduate or graduate level from an accredited higher education institution.
3. Course work supporting the attainment or renewal of a professional certification or license qualifies.
4. The Department Director and Supervisor must verify that the course is work-related and that the employee is in good standing.
5. The employee receives a grade of B or better or "pass" for courses taken on a pass/fail basis.
6. The employee submits a receipt from the higher education institution that identifies the actual out-of-pocket employee tuition cost per credit.

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Tuition assistance applies only to tuition costs incurred by the employee.

7. The employee agrees to fulfill their job responsibilities for a period of not less than twelve calendar months following the most recent course completion date. If the employee elects to terminate the employment relationship with the school before completing the service obligation, the employee shall repay MSB.
8. If the school terminates the employment relationship for cause within the twelve calendar months following the course completion date, the employee shall repay MSB based on the Tuition Agreement form.

## Procedures:

1. The employee must complete a Tuition Reimbursement Application for each course and submit it to HR **prior** to the start of the course.
2. HR will notify the employee regarding the status of the application. Upon completion of a course, the employee must submit the grade and a receipt to HR within 4 weeks.
3. The employee must sign the Tuition Reimbursement Agreement before receiving the reimbursement. Reimbursement will occur through payroll when administratively possible. (Contact Human Resources for a copy of the Tuition Reimbursement Agreement).

The employee assumes all tax liabilities for tuition reimbursement.

## Notification, Training, and Posting:

To ensure compliance with this policy and consistent application of procedures, MSB shall provide initial and thereafter at least annual notice of this Tuition Reimbursement Policy.

The Human Resources Office shall maintain an "Annual Comprehensive Staff Notice and Acknowledgement System" indicating each staff's receipt and understanding of the policy and procedure requirements and their expectations.

The HR Department shall post this Tuition Reimbursement Policy on the MSB Intranet.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by HR Committee: \_\_\_\_\_