



# Hanover County Public Schools Employee Tuition Reimbursement Program

With support from the Hanover Education Foundation (HEF), tuition reimbursement continues to be available to employees. The HEF has donated more than \$500,000 since 2000 to assist employees with tuition for coursework and National Board Certification.



## Application Procedure

### Step One (prior to start of course)

- Complete Tuition Reimbursement Request Form prior to the start of the course. The form is available at [www.hcps.us](http://www.hcps.us). Select Human Resources, then Employee Benefits. Access the form by selecting "Tuition Reimbursement Form." Fill in information, print the form and sign it.
- Obtain approval signature from principal or supervisor.
- Submit completed form to Human Resources, Attn. Denyse McGraw. HR will send copy of approved request (or an explanation of denied request) via email.

### Step Two (following completion of course)

- Submit to Human Resources a copy of your grade report (if grade is "B" or better). For reimbursement purposes, this does not need to be an "official transcript"; however, an official transcript would be necessary for license renewal purposes.
- Submit to Human Resources proof of payment (copy of the cancelled check, a receipt from the learning institution or a copy of credit card statement showing charge from learning institution).

**FAQs**

## Who is eligible for reimbursement?

- All benefit-eligible employees are eligible for tuition assistance for coursework related to job requirements.
- Tuition reimbursement funds may also be used for the cost of Praxis testing (upon passing)
- Full-time employees may receive up to \$800 per school year. Part-time employees may receive up to \$400 per school year.

## What if I do not receive a grade of "B" or better?

- When your reimbursement application is approved, those funds are encumbered and not available for use by other employees. If you do not meet the requirements for reimbursement (i.e. you do not complete the course, or do not receive a qualifying grade), please notify Human Resources as soon as possible so those funds can be released.

## What happens next?

- Human Resources will process your request and submit the paperwork to Accounts Payable. Please allow 4–6 weeks for processing. You will receive a check at the address on your reimbursement form. If your address has changed, please send corrected address to Denyse McGraw when you submit your paperwork.

## What expenses are reimbursed?

- Reimbursement is available for tuition only—not books, food, technology fees or application fees.
- Monies are reimbursed per school calendar year for coursework completed between July 1 and June 30.
- Coursework covered must be courses in which a college credit and letter grade are received. Each school has funds set aside for professional conferences and workshops. Please ask your principal or designee to learn more about conference and workshop opportunities.

## What happens if I leave the school system?

Employees who receive reimbursement from the professional development assistance program shall agree to work in Hanover County Public Schools for one school calendar year after receipt of the assistance. If your employment ends voluntarily, or is terminated for reasons other than Reduction in Force, you will be expected to reimburse the county for those funds paid for your coursework in the current school year. For your convenience, payroll deduction is available if funds are owed to Hanover County Public Schools. You will be notified by letter if reimbursement to the school system is due.

Other questions? Call Human Resources, at 804-365-4591.