

Tuition Reimbursement

The Tuition Assistance Regulation 9005 establishes five priorities for tuition reimbursement and explains when and how to apply for a tuition reimbursement. To read the complete Tuition Reimbursement Regulation, Regulation 9005, go to: www.fcps.edu/plt/treimbursement.htm and click on the Tuition Reimbursement link.

Tuition Reimbursement Eligibility

Within available funds, all FCPS full-time and part-time contracted instructional and support employees, who are eligible for employee benefits, are eligible for tuition reimbursement. The refund shall not exceed the maximum tuition reimbursement amount determined annually by the assistant superintendent of the Department of Professional Learning and Accountability.

Based on available funding, tuition reimbursement priority shall be given to contracted employees as follows:

- Priority 1:** Provisionally licensed instructional employees currently teaching in a FCPS critical field, as identified by the Department of Human Resources each year.
- Priority 2:** Instructional and support employees enrolled in FCPS approved course work to meet the qualifications in a designated critical need area within FCPS.
- Priority 3:** Instructional employees completing a three-semester-hour college or university course to fulfill the content area requirement for the renewal of their five-year renewable Virginia teaching license.
- Priority 4:** Instructional and support employees completing course work through a regionally accredited college or university approved program culminating in an associate's, bachelor's, master's degree, or doctoral degree and/or endorsement to meet the qualifications in a designated critical need area within FCPS.
- Priority 5:** Support employees that are not required to hold a degree for their position, and are completing: (1) college credit course work to earn a degree; (2) apprenticeship program courses for a technical trades position designated as a critical need area in FCPS; or (3) certificate programs through the FCPS Adult and Community Education program (up to a maximum of 45 hours of adult education credit per fiscal year).

When to Apply for Tuition Reimbursement

Tuition reimbursement is now a pre-approval process:

The employee must complete the NEW (PLT-905) (PDF) tuition reimbursement request form and submit the completed application to the Department of Professional Learning and Accountability. Deadlines are:

Fall Semester	mid-August
Spring Semester	mid-December
Summer Semester	mid-May

Upon receipt of the request, the Department of Professional Learning and Accountability will notify the employee of approval or denial. Once a tuition reimbursement request is approved, the funds will be held in reserve for the employee. Requests for tuition reimbursements will not be approved after the last day on which a course meets.

Questions?

E-mail Rita Cloutier (rita.cloutier@fcps.edu) or call 703-204-3905.

The tuition reimbursement request form (PLT-905) may be found at

www.fcps.edu/plt/treimbursement.htm