

BALTIMORE CITY

PUBLIC SCHOOLS

Bernard C. “Jack” Young
Mayor, City of Baltimore

Linda Chinnia
Chair, Baltimore City Board of
School Commissioners

Dr. Sonja Brookins Santelises
Chief Executive Officer

PHASE I (Online Application Submission)

Please complete the online application in its entirety and be sure that all required fields are completed.

- 1) All BTU, BTU-PSRP, and Unaffiliated employees are required to complete a promissory note. An external link to complete an electronic promissory is provided in the application.
- 2) Once your application is submitted, an email from OHC will be sent to your City Schools’ email account indicating the status of your request no later than fourteen (14) calendar days from the receipt date of the application.

PLEASE NOTE

- ☑ New! All applications are now to be submitted via Office 365. Use the link “Tuition Reimbursement Application-Phase I”
- ☑ New! Applicants that require notary, can now complete an electronic promissory note. To access this electronic promissory complete the application, when prompted download the promissory note and upload to your application.
- ☑ Applicants with non-traditional semesters are required to submit their course schedules along with the application to verify the duration of the course. (This does not exempt the applicant from following deadline dates established by City Schools)
- ☑ All applications must be received by OHC by or before the established deadline approved by the Board.
- ☑ If your course changes, you must notify OHC and submit a new application (new promissory note not required) before the next application submission deadline.

PHASE II (Online Grades and Payment Submission)

Submit your grade and payment information to OHC by the appropriate deadline. All grades must be on an unofficial transcript or grade report. Payment information must be in the form of an itemized billing statement from the college/university.

PLEASE NOTE

- ☑ Payment information must include both tuition cost and payment, and indicate that the balance was paid in full for the requested semester. Fees and additional charges are non-reimbursable. Failure to provide this information will result in rejection.
- ☑ New! Submissions for phase II documents can now be submitted using Office 365. Use the link “Tuition Reimbursement Grade and Payment-Phase II”, please label each attachment appropriate.
- ☑ Reimbursement will occur no later than 40 school/business days with proper documentation.
- ☑ Grade changes (adjustments and incomplete to actual grade) will only be accepted up to 30 days past the deadline with approval.

Tuition Reimbursement Rate Breakdown

- ☑ BTU -Bachelor’s Degree and below 75% Master’s Degree and above 50%. Allowance-12 credits per academic/fiscal year beginning July 1st –June 30th. (Summer-Spring)
- ☑ BTU-PSRP - Bachelor’s Degree and below 75% Master’s Degree and above 50%. Allowance-12

credits per academic/fiscal year beginning July 1st –June 30th. (Summer-Spring)

☒ PSASA -100% Allowance-12 credits per academic year beginning July 1st –June 30th. (Summer-Spring)

☒ CUB -50% Allowance-10 credits per semester. (Continuous)

☒ FOP -50% Allowance-10 credits per semester. (Continuous)

☒ GSS (Unaffiliated)-50% Allowance-10 credits per academic/fiscal year beginning July 1st –June 30th. (Summer-Spring)

Related Service License Renewal Reimbursement

☒ Payment for licensure renewal typically occurs at the end of the year. License and payment information is required.

Cohort Submissions

☒ Teach for America and Baltimore City Residency Grade and payment information is forward by the cohort representative.