CECIL COUNTY PUBLIC SCHOOLS
Graduate Course Direct Payment Request Form

☐ Goucher  ☐ McDaniel  ☐ Salisbury
☐ Chesapeake College  ☐ RTC (LaSalle)  ☐ Towson

Name: ___________________________________ Employee ID#: __________________________

Term: ______________ CCPS School/Location: ______________________________________

Teaching Assignment & Certificate Held: __________________________________________

Teacher/Administrator Reimbursement Rate- $483 per credit hour
(max. $4347.00 per calendar year)

All classes must be pre-approved in order to receive direct bill payment.

I understand Cecil County Public Schools will pre-approve tuition up to the allotted amount as
indicated above. Should course work exceed the allowed amount, I understand I am responsible for the
remaining balance. If my final course grade is not a “C” or better, I understand that I will be
responsible for payment to the college or university and that no monies will be reimbursed to me from
Cecil County Public Schools. I also understand I am responsible for the registration fees, books and
any other charges incurred. I understand the college/university will provide my original grade report to
Cecil County Public Schools.

Cecil County Public Schools tuition reimbursement cycle runs January 1 – December 31.

** Benefits are calculated on a calendar year and reimbursements will be counted
against the calendar year in which the school actually receives payment **

Course #, Name, & # of Credits: ______________________________________
(only one class per form)

Student Signature: ____________________________ Date: ______________

Processed By: ____________________________ Date: ______________

Approval Signature: ____________________________ Date: _____________

Human Resources Direct Bill Form 7.23.19
Last Update: July 23, 2019