



EDUCATIONAL ASSISTANCE

Tuition Reimbursement

HUNDREDS of qualified employees have improved their professional skills with help from the Maryland Judiciary's educational assistance/tuition reimbursement program. Here's how to get started.

The program

Educational assistance is offered for courses that are required for a college degree or to obtain or maintain professional certification required by the Judiciary. For reimbursement, a grade of "C" or better for under-graduate class or a grade of "B" or better for graduate classes must be attained. Besides the cost of tuition, reimbursement may also include required textbooks and related fees. Tuition reimbursement is offered each fiscal year (July 1-June 30) up to a maximum of \$2,500.

Who qualifies

"Regular" employees — people who have a position that is funded under an approved budget with an assigned PIN (Position Identification Number) — who

- have completed the initial six-month probationary period AND
- are maintaining the "meets standards" level of job performance

How to get ready

- Read the Policy on Educational Assistance, which is available on CourtNET: <http://courtnet/profdev/index.html>
- Discuss your plans with your supervisor. He or she will have to approve your application for educational assistance and send it to the Judicial College of Maryland for review and approval.

How to apply

1. Fill out the Application for Educational Assistance form.
2. Attach a copy of the course description.
3. Have the application form and the course description signed and dated by your supervisor, and send these documents to Carol Braswell in the Judicial College of Maryland. She must receive them at least **15 days** before the class's scheduled start date. You may email these documents to Carol.Braswell@mdcourts.gov or fax them to 410-260-3612.
4. If your application is approved, you will receive a signed and approved letter from the Judicial College of Maryland for your records.



tuition

How to get reimbursement

1. Complete your course successfully with a grade of "C" or better for undergraduate; or a grade of "B" or better for graduate classes.
2. Fill out the Tuition Reimbursement Request form.
3. Complete the calculations worksheet, which can be downloaded from the website.
4. Collect all original receipts for reimbursable costs. (Make copies for your records.)
5. Attach a copy of your signed and approved Educational Assistance form.
6. Attach a copy of your course grade.

Submit to the Judicial College of Maryland within **30 days** to Carol Braswell.



Other things to know

- This is an educational assistance program, which means that you apply for assistance before you take your course, pay your tuition and fees up front, and get reimbursed after you complete your course with a passing grade as noted above.
- You must be employed by the Judiciary when you complete your course to be eligible for tuition reimbursement.
- You must continue employment with the Judiciary for at least **12 months** after completing your course.
- You should keep copies of your forms, receipts, and other important documents.

How to contact us

Mail

Judicial College of Maryland
2011-D Commerce Park Drive
Annapolis, MD 21401

Phone/email

Carol Braswell, 410-260-3654
carol.braswell@mdcourts.gov

Website

<http://courtnet/profdev/index.html>

education