Welcome
Tuition Assistance Program Overview

Teddy Ramet, Human Resources Specialist

Professional Learning and Organizational Development Division

Agenda

- **Tuition Assistance Program (TAP) Overview**
  - What is Tuition Assistance Program?
  - Eligibility Requirements
  - Funding Level for FY26
  - Discuss TAP eligible and ineligible expenses
  - Discuss Obligations

- **Step-by-step TAP Process**

- **Demo (online application)**

- **Q & A**

Tuition Assistance Program Overview

- Tuition assistance is funding that the County provides to help an employee pay for education or training the employee chooses to take.

- The courses/trainings must be directly related to:
  - The employee's current County job functions or career ladder in the same job series or profession;
  - A field of study that will prepare the employee to make a career change within the County.

- Total funding for the program is proposed by the County Executive and appropriated by County Council. Total approved funding for FY26 TAP is $345,000.
  - $37,500 is set for Municipal & County Government Employees Organization (MCGEO)
  - $37,500 is set for Unrepresented employees (UNREP)
  - $135,000 is set for International Association of Fire Fighters (IAFF) and
  - $135,000 is set for Fraternal Order of Police (FOP) employees

Tuition Assistance Program Overview (cont.)

- Tuition assistance funds are available to employees with merit system status on a first come, first-served basis until all funding for the fiscal year has been obligated. Once the funds are depleted for the fiscal year, tuition assistance is not available until the next year.

- An employee receiving tuition assistance must participate in the educational activity:
  - During the employee's off duty hours
  - On a flexible work schedule; or
  - On approved leave, other than administrative leave: professional improvement leave

Tuition Assistance Program Overview (cont.)

- Course(s) must be taken at an accredited college, university or institution as recognized by the United States Department of Education or Higher Education Accreditation Commission.

- Course(s) start date must be on the current fiscal year (FY26 - July 1, 2025, through June 30, 2026).

- All FY26 approved applications and required documents must be submitted and received to OHR: Professional Learning and Organizational (PLOD) Team by June 18, 2026, for payment processing.

Eligibility

- All County employees with merit system status.

- Employees of the State's Attorney's Office*

- Montgomery County active Fire Rescue volunteers.

The State's Attorney is not eligible to participate in the TAP.

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New Employees

- As a probationary employee (i.e., a permanent full-time or part-time employee who does not yet have merit system status with the County), you may apply for tuition assistance.

- Initially, you'll have to pay the tuition and fees. After your tuition assistance request is approved, the County will reimburse you for those direct training costs when you successfully complete the course and have been granted merit system status.

Funding Level for Fiscal Year 2026

- Funding is set on a fiscal year basis (July 1 through June 30).

- Maximum amount for full time/part-time employee may receive during FY26:

  - MCGEO/OPT $2,300.00 (full-time) / $1,150.00 (part-time)
  - MCGEO/SLT $2,300.00 (full-time) / $1,150.00 (part-time)
  - FIRE (MCCFFA) $1,830.00 (full-time) / $915.00 (part-time)
  - POLICE(FOP) $1,730.00 (full-time) / $865.00 (part-time)
  - Unrepresented $2,300.00 (full-time) / $1,150.00 (part-time)

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Covered Expenses

- **MCGEO** and **UNREP** employees:
  - TAP covers tuition costs only.

- **IAFF** and **FOP** employees:
  - TAP covers tuition cost and other direct or compulsory cost of the training such as:
    - Lab fees
    - Library Services fees
    - Registration fees
    - Technology fees
    - Etc.

Covered Expenses (cont.)– Example

Montgomery College 2017-2018 Tuition and Fees for 2017-2018

COUNTY RESIDENT (CODE 1)

HRS.	TUITION	CONS. FEE	FAC. FEE	TECH. FEE	TRANS. FEE	TOTAL
1	124.00	50.00	5.00	5.00	7.00	191.00
2	248.00	50.00	10.00	10.00	14.00	332.00
3	372.00	74.40	15.00	15.00	21.00	497.40
4	496.00	99.20	20.00	20.00	28.00	663.20
5	620.00	124.00	25.00	25.00	35.00	829.00
6	744.00	148.80	30.00	30.00	42.00	994.80
7	868.00	173.60	35.00	35.00	49.00	1,160.60
8	992.00	198.40	40.00	40.00	56.00	1,326.40
9	1,116.00	223.20	45.00	45.00	63.00	1,492.20
10	1,240.00	248.00	50.00	50.00	70.00	1,658.00
11	1,364.00	272.80	55.00	55.00	77.00	1,823.80
12	1,488.00	297.60	60.00	60.00	84.00	1,989.60
13	1,612.00	322.40	65.00	65.00	91.00	2,155.40
14	1,736.00	347.20	70.00	70.00	98.00	2,321.20
15	1,860.00	372.00	75.00	75.00	105.00	2,487.00
16	1,984.00	396.80	80.00	80.00	112.00	2,652.80
17	2,108.00	421.60	85.00	85.00	119.00	2,818.60
18	2,232.00	446.20	90.00	90.00	126.00	2,984.40
19	2,356.00	471.20	95.00	95.00	133.00	3,150.20
20	2,480.00	496.00	100.00	100.00	140.00	3,316.00

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Covered Expenses (cont.)

TAP does not cover;

1. Books, supplies, application fees, late registration fee, parking, travel cost, food, lodging;

2. Credit by examination courses;

3. Credit courses taken as an audit (no grade);

4. Exam fees;

5. Courses taken outside the USA;

6. Courses which are primarily recreational or utilize a specific faith-based method as a primary approach to problem solving or treatment.

Your Obligations

- Must remain employed by the County for one to two years (depending on CBA or personnel policy) after completing course (s) funded by TAP.

- All courses must be completed with a passing grade or documented by a course completion of certificate.

- The employee's responsibility to submit the original grade notice or copy of certificate of completion to OHR staff or the employee will have to pay back the County.

- Employee also must submit degree/enrollment verification letter from the school.

- Employee must submit all documents and departmental director approved application to OHR Professional Learning and Organizational Development (PLOD) team no later than June 18, 2026. Failure to do so will result in the cancelation of the employee's TAP application.

For Expedited Reimbursement and Payment to Educational Institutions/Vendors:

- Complete a direct deposit form if you will be receiving a Tuition Assistance Program Reimbursement. This form is available at the Tuition Assistance web site.

- If you are adding a vendor to our TAP list, ensure they are a registered vendor with the County and have completed/updated their electronic payment form. This form is also available at the Tuition Assistance web site.

- Additional Information about the tuition assistance program is available at
    - https://www.montgomerycountymd.gov/HR/CareerDevelopment/TuitionAssistance.html

Step-by-Step TAP Process

- Employee discusses his/her educational goals with supervisor.

- Employee submits application online.

- Application gets forwarded to Supervisor for signature (only MCGEO and unrepresented employees).

- When a supervisor approves the application, the employee receives an approval notification email with instructions to login to e-portal, attach all require documents and submit to department director for approval and signature.

Step-by-Step TAP Process (cont.)

Below is an example of an approval notification e-mail to the employee.

Your tuition assistance application has been approved by your supervisor. Please upload all the documents listed below for your Department Director's approval. Please make sure you provide your Director sufficient time to review and approve the submitted application and supporting documents.

To upload the documents, click [here](#)

1. Copy of **Course Description** for each course from the Educational Institution.
2. **Itemized bill** with all the costs broken down to include tuition and all fees (Tuition and fees schedule for college/University courses is sufficient).
3. If applicable, copy of **grade** report or **certificate** of completion from previous course(s) paid by Montgomery County Government Tuition Assistance Program.
4. If you are using **annual leave** or flexing your work schedule to take course(s), you must upload the **leave request form** signed by your supervisor.
5. Copy of **receipt** (if you have already paid for the course and are asking for reimbursement)

- Please note that if OHR does not receive your completed application form including all the required documents within 90 days after your application is approved by your supervisor, your application will be cancelled.

Step-by-Step TAP Process (cont.)

- Once reviewed and signed by the department director online, the application will be forwarded to OHR (only MCGEO and unrepresented employees).

- OHR reviews and makes recommendation (Approved/Disapproved).

- If application is approved, OHR sends out letter to employee. This is a voucher letter to be submitted to educational/institution by the employee.

  (The Voucher letter is an authorization letter addressed to the vendor/Institution to bill or invoice the County directly).

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Step-by-Step TAP Process (cont.)

- The employee must submit the Voucher Letter to educational/institution.

- County receives bill/invoice and makes payment to educational/institution.

- If employee requesting reimbursement (already paid for course), payment will be processed directly to the employee.

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Applying for TAP

- Complete an online application form at: https://ex02.montgomerycountymd.gov/ojn4/ijn36/ohr/

- To use the online application, you must have a county username and password.

- Online application will be available July 1, 2025, through June 30, 2026.

- Paper applications can only be used by Montgomery County employees and Volunteer Fire Fighters who do not have access to a Montgomery County Government email with a username and password and who meet eligibility requirements

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Applying for TAP (cont.)

Before logging online to apply, you must:

1. Identify degree program, course or workshop of interest.

2. Obtain course description including contact hours, cost, dates, number of credits, etc.

3. Discuss courses with your immediate supervisor.

4. Determine how the course is position related and/or will enhance your career development plan.

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Demo/Q & A

- Online TAP application demo

- Q & A

Contact Information

Dr. Rochelle Plummer

Manager, Professional Learning Training &
Organizational Development

Rochelle.plummer@montgomerycountymd.gov

Teddy Ramet

Tuition Assistance Program SME

tewodros.ramet@montgomerycountymd.gov

Anithia Rhodes

Tuition Assistance Program Manager

anithia.rhodes@montgomerycountymd.gov

Training and Organizational Development Team

Office of Human Resources

Phone 240-777-5116

Please send all TAP inquires to the email address
ohr.tap@montgomerycountymd.gov

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