



Policy 408

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| Subject | |
| TUITION REIMBURSEMENT PROGRAM | |
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POLICY

The City of Baltimore (“City”) and the Baltimore Police Department (BPD) encourage the professional development and advancement of employees through education and training. This is in an effort to improve the quality of BPD services, assist employees in the performance of their jobs, and prepare employees for promotional opportunities.

The purpose of this policy is to provide guidance regarding the City’s and BPD’s tuition reimbursement program.

GENERAL

1. BPD Employees (both sworn and professional staff) seeking financial assistance to participate in college-level, work-related courses may take advantage of the tuition reimbursement program provided by the BPD and the City of Baltimore. Financial assistance is subject to academic performance, the availability of funds, and eligibility requirements.
 - 1.1. Because BPD Cadets are required to be enrolled at a college or university (see [Policy 209, Police Cadet Program](#)), the guidance in this policy does not fully address the options for Cadets and they shall contact the Cadet Coordinator for direction.
2. Employees will be reimbursed according to their respective memorandums of understanding (MOU's) regarding the eligible amount of reimbursable tuition and type of expense.
3. All tuition payments are made in the form of reimbursement to the enrolled employee. The BPD does not pay any course fees, registration fees or tuition in advance. Reimbursement is limited to courses offered by accredited institutions.
4. Reimbursement will only be paid for out-of-pocket costs. If an employee receives grants and/or scholarships, those monies will be deducted before reimbursement is determined.
5. Final authority for the payment of tuition reimbursement rests with the City of Baltimore, Department of Human Resources (DHR).
6. If the BPD employee is approved for tuition reimbursement by BPD and that employee voluntarily transfers to another City agency or voluntarily separates from BPD before classes conclude, BPD is not obligated to reimburse the employee. The employee shall seek funding approval from the new agency. Conversely, if a BPD employee, while taking classes, voluntarily transferred from another City agency from which they were approved for tuition assistance, BPD is not obligated to reimburse the employee.
7. If the BPD employee receives the tuition reimbursement but leaves the BPD for any reason other than lay-off within one year of receiving the tuition reimbursement, the employee is required to pay back the full amount received during the one-year period prior to separation.

DIRECTIVES**Eligible Coursework**

8. Coursework pursued by the BPD employee may be eligible for reimbursement only if the coursework is job-related and meets one of the following criteria:
 - 8.1. Contributes to enhanced performance in the employee's present position;
 - 8.2. Will prepare the employee for a higher-level position within BPD for which they may reasonably aspire and there is probable opportunity for advancement; or
 - 8.3. Allows an employee to change careers within the City (see [Baltimore City's Administrative Manual 219-1, "Tuition and Education Assistance"](#)).

9. Coursework pursued by the BPD employee shall be offered by educational institutions that are:
 - 9.1. Public or private secondary institutions;
 - 9.2. A vocational, trade or business school; or
 - 9.3. Public or private higher education (college, university, professional school or technical) institutions.
 - 9.4. Regardless of the institution, the following shall apply:
 - 9.4.1. The maximum number of allowable courses the employee may take per semester is four (4), with a maximum of ten (10) credits.
 - 9.4.2. Employees must attain a grade of "C," "Satisfactory," or better to receive reimbursement. Lesser grades will not be reimbursable. A passing grade in a pass/fail course will be computed as a "C" for the purposes of reimbursement, unless the institution documents otherwise.

BPD Employees

Eligibility

10. Eligible BPD employees for the Tuition Reimbursement Program are:
 - 10.1. Either sworn or non-sworn BPD employees (excluding contract service specialists);
 - 10.2. Working either full-time or part-time; and
 - 10.3. Have completed their probationary period.
11. BPD employees shall not take courses during their regular working hours. Regular working hours are considered to be any approved shift period.

Prior to Course Enrollment

12. When requesting tuition assistance, BPD employees shall submit to BPD's Human Resources Section (HRS) via BPD.TuitionReimbursements@baltimorepolice.org Baltimore City's Tuition Reimbursement Form, Form AM 219-1-1 (Appendix A), prior to the first day of class. When completing the form, employees shall:
 - 12.1. Write on the *Department/Division* line, "BPD - [*Division's name*]" to reflect the member's current assignment.
 - 12.2. In the *Type of Education Assistance* section, indicate the discipline of the degree you are pursuing (e.g., Criminal Justice, Law, etc.).
 - 12.3. Complete the *Tuition Assistance Criteria* section.

- 12.4. In the *Course Information* section, complete the requested information and enter the cost per credit hour for each course.
- 12.5. Attach supporting documentation such as the cost-per-credit hour confirmation and course descriptions of the courses being taken from the accredited institution
- 12.6. Secure their immediate supervisor's signature on page 3 of Form AM 219-1-1 prior to submitting to BPD HRS.

NOTE: If Form AM 219-1-1 and supporting documentation are submitted after the first day of class, the request for tuition reimbursement shall be denied.

Upon Completion of College Course(s)

13. To request tuition reimbursement once courses are completed, the BPD employee shall submit their request via email to BPD HRS at BPD.TuitionReimbursements@baltimorepolice.org within 30 days after receipt of official grades from the educational institution. The request shall include the following attachments:
 - 13.1. Official grade report; and
 - 13.2. Proof of tuition payment for the accredited course (i.e., paid-in-full receipt).

NOTE: Tuition will not be reimbursed if the member fails to submit their official grade report and proof of tuition payment within 30 days of the issuance of the grade report.

BPD Human Resources Section (HRS)

Application for Tuition Reimbursement

14. Upon receipt of completed Form AM 219-1-1, HRS shall acknowledge receipt of the request and verify the following:
 - 14.1. The requester is a current BPD employee;
 - 14.2. The employee meets eligibility requirements;
 - 14.3. The form and supporting documentation are accurate and complete;
 - 14.4. The selected course(s) of study meet eligibility criteria;
 - 14.5. The completed form and supporting documentation were submitted prior to the first day of class; and
 - 14.6. Funds are available.
15. Once the application is verified, HRS shall make a recommendation regarding approval or denial.
 - 15.1. Regardless of HRS's recommendation, HRS shall forward Form AM 219-1-1 to BPD's

Budget Unit, within the Fiscal and Personal Services Division, to ensure funds are available and to the PC's Office for final review and approval.

- 15.2. HRS shall notify the employee that the reimbursement request has been approved or denied.

Receipt of Course Completion Documentation

16. Upon receipt of the official grade report and proof of tuition payment from the BPD employee, HRS shall:
 - 16.1. Ensure that the employee submitted all required documentation within 30 days after receipt of official grades.
 - 16.2. Submit the tuition reimbursement request on behalf of the employee in Workday, attaching all required documentation. This request is routed to DHR for final review and final approval of the tuition reimbursement payment.
 - 16.3. Communicate with the employee on the status of the reimbursement request as it moves through the DHR approval process.

BPD Fiscal Services Section (FSS)

17. FSS shall review tuition reimbursement requests from Police Cadets.
18. FSS will track payments related to tuition reimbursements and will enforce the recovery of issued funds should the employee voluntarily leave BPD employment within a year of receiving the tuition reimbursement funds.

RELATED POLICIES

[Policy 209, Police Cadet Program](#)
[Baltimore City Administrative Manual: Tuition and Education Assistance AM 219-1](#)

APPENDICES

- A. [City of Baltimore, Tuition and Education Assistance Request Form \(AM 219-1-1\)](#)

RESCISSION

Rescind Policy 408, *College Tuition Assistance/Educational Incentive Program*, dated 1 August 2016.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy

APPENDIX A

City of Baltimore, Tuition and Education Assistance Request Form (AM 219-1-1)

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AM 219-1-1

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Tuition and Education Assistance Request Form

Employee Name: _____

Title: _____ Date: _____

Department/ Division: _____ Work Location: _____

Employee Status Full-Time Part-time/Temporary

Section I: To be completed by the Employee

TYPE OF EDUCATION ASSISTANCE: (SELECT ONLY ONE)

- GED / High School Diploma
- Associates Degree
- Master's Degree
- Other: _____
- Certification/Vocational
- Bachelor's Degree
- Doctoral Degree

TUITION ASSISTANCE CRITERIA:

- A requirement in a job related degree seeking program?
- Preparing for higher lever duties or other career at COB?
- Preparation for a job-related examination or certification?

Please provide explanation of how request meets on or more of the criteria selected above:

COURSE INFORMATION:

| Institution/ Organization | Title | Begin/End Dates | Credit Hours (if applicable) | Cost |
|------------------------------|-------|--------------------|---------------------------------|------|
| | | | | |
| | | | | |

a

AM 219-1-1

*m****Tuition and Education Assistance Request Form*****PRINT FORM AND FOLLOW REMAINING DIRECTIONS TO BEGIN APPROVAL PROCESS****Certifications**

- I certify that all information listed above is true and correct. I understand that any false or misleading information given in my application could result in the revocation of tuition assistance funds. _____ (Initial)
- I acknowledge having received a copy of the Tuition and Educational Assistance Policy and understand that I am responsible for compliance with the policies & procedures contained therein. _____ (Initial)
- I attest that I have read the procedures and guidelines of the Tuition and Educational Assistance Policy and understand that it is my responsibility to ask questions of the Human Resources Department if there is information that I do not fully understand. _____ (Initial)
- I understand the guidelines represent only current policies, procedures, regulations and benefits and that the City of Baltimore may make changes without prior notice. _____ (Initial)
- If I voluntarily or involuntarily separate from the City of Baltimore for any reason other than reduction of force within 12 month of receiving tuition assistance, I agree to repay any reimbursement paid to me during that 12 month period. _____ (Initial)
- I understand that if I fail to repay any amount owed, the City of Baltimore t may take legal action to obtain the reimbursement. _____ (Initial)

Signature of Employee_____
Print Name_____
Date**Forward to Your Immediate Supervisor for Additional Processing**



[Redacted area]

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AM 219-1-1

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Tuition and Education Assistance Request Form

Section II: Approvals
To be completed by the Immediate Supervisor/Manager, Agency HR and Agency Head

Approve

Disapprove

Reasons: _____

Immediate Supervisor Signature

Date

- Employee is eligible for tuition reimbursement.
- Selected course of study is eligible for tuition reimbursement.

Agency HR Signature

Date

- Funding for this request is available
- Approve
- Disapprove

Reasons: _____

Agency Head Signature

Date