BEFORE YOU SEND US YOUR TUITION ASSISTANCE APPLICATION, DID YOU . . .

√ Fill out the new and approved fully electronic application form for FY 2025?

√ Remember that *course work must be taken during your off-duty hours.*

√ Check the form for accuracy and completeness?
- ☞ Did you include the correct class title/class number?
- ☞ Is the cost accurate? Only tuition is covered.
- ☞ Have you filled in all the blocks? Incomplete information may delay processing of your request.

√ Make sure the form has your electronic signature? Unlike previous years, electronically signed documents are now accepted. Email your completed application and all attachments to your LFRD President or designee for signature.

√ Scan and attach an itemized bill with all costs broken down to include tuition?

√ Provide course description of all courses?

√ Make sure course(s) start date is within the current fiscal year? (FY25 –July 1, 2024 through June 30, 2025)?

√ Make sure all applications and required documents are submitted within the fiscal year? (Dated July 1, 2024 through June 30, 2025)?

√ Provide a justification explaining how the course is related to your current job or career ladder in the same job series or profession?

√ Include a copy of your grades or certificate of completion from the previous course paid for by OHR? (This applies only to previous participants. New applicants may disregard this step).

√ Include proof of payment if applying for a reimbursement for courses taken during this fiscal year?

√ Your signed application should be emailed by your LFRD President or designee to the LOSAP Administrator, MCFRS Division of Volunteer Services Office for further processing.

FOR MORE INFORMATION, call (240) 777-5116
or e-mail the training team at ohr.tap@montgomerycountymd.gov

New Tuition Assistance Application
Montgomery County Volunteer Fire and Rescue Service Association

APPLICATION FOR (Check one): SUMMER2024☐ FALL2024☐ WINTER2025☐ SPRING2025☐

First Name	**Middle Name**	**Last Name**	**Social Security #**
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Home Address	**Home Phone**	**Cell Phone**
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Email Address

Click or tap here to enter text.

Station #	**Station Address**	**Office Phone Number**	**Fax Number**
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Have you previously had tuition assistance?   Yes ☐   No ☐

COURSE(S) REQUESTED

Course #	**Course Title**	**# of Credits**	**Tuition Cost**
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
NAME OF SCHOOL:	Click or tap here to enter text.	**TOTAL EXPENSES**	$Click or tap here to enter text.

Complete School Address: Click or tap here to enter text.

Name and Contact at School for Additional Information and Questions: Click or tap here to enter text.

School Web Site: Click or tap here to enter text.

Course #	**Course Registration Date:**	**Course Starting Date:**	**Ending Date:**
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.

Course #	**Time and Day of Week Course(s) Held:**
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Course(s) must be taken during off-duty hours.

**EDUCATIONAL OBJECTIVE:**
Please complete the one category that best describes your educational objectives:

1. **Course(s) Leading to Degree**

   DEGREE OBTAINING: CERT ☐   AA☐   BA/BS ☐   MA/MS ☐   PHD ☐ Other Click or tap here to enter text.

   MAJOR: Click or tap here to enter text.
   (Example: Business Administration)

ANTICIPATED GRADUATION DATE: Click or tap to enter a date.

Please write a justification below explaining how the above degree is **related to your present job functions or career ladder in the same job series or profession or career.** (If more space is needed, please attach justification)

Click or tap here to enter text.

_____

2. **Individual Course not leading to Degree (NON-DEGREE):**

Please write a justification below explaining how the course(s) above are **related to your present job functions or career ladder in the same job series or profession or career.** (If more space is needed, please attach justification)
_____
Click or tap here to enter text.

_____

TUITION ASSISTANCE PROGRAM CONDITIONS

Volunteers interested in participating in the Montgomery County Tuition Assistance Program should carefully review the memorandum of understanding between Montgomery County Government and Montgomery County Volunteer Fire Rescue Association (MCVFRA) for detailed guidance. The following items are particularly important and should be read carefully by all participants:

1. The program exists to provide financial assistance to volunteers for courses which are related to unit member's current job functions or career ladder in the same job series or profession.

2. Approved Tuition Assistance funds are for **tuition only**.

3. Tuition assistance benefits are limited to the costs required to pay for tuition and up to the allowable limit for volunteers, *which are not being met by any other educational benefits or scholarship.*

4. Tuition Assistance **does not** cover compulsory fees such as matriculation, registration, laboratory, library, and technology fees. The program also does not cover books, supplies, or extra fees such as late registration or parking.

5. All approved course work must be held in the U.S.A.

6. Tuition Assistance Program **will not fund courses** which are primarily recreational, or utilize a specific faith based method as a primary approach to problem solving or treatment.

7. All approved tuition assistance course(s) must be **taken during volunteer's off-duty hours**.

8. All approved tuition assistance course work must be completed with a passing grade or certificate of completion or the volunteer must reimburse the county.

9. Volunteers are required to submit the following information along with their application for processing.

   - A copy of **Course Description** from the Educational Institution;
   - Itemized bill with all costs broken down to include tuition and all fees;
   - A justification explaining how the course is related to their current job or career ladder in the same job series or profession;
   - A copy of grade report or certificate of completion from previous course(s) paid by the Montgomery County Government Tuition Assistance Program.

10. As a condition of the program, volunteers who participate in this program agree to remain with the County for at least one year after course completion. Should they leave, voluntarily or involuntarily, the amount of money received during the twelve months prior to separation must be returned to the County.

11. Course(s) start date must be within the current fiscal year (FY25 – July 1, 2024 through June 30, 2025).

12. All applications and required documents must be submitted within the current fiscal year
    (FY25 - Dated July 1, 2024 through June 30, 2025).

VOLUNTEER'S CERTIFICATION:

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE AND THE TUITION ASSISTANCE PROGRAM POLICY AND ACCEPT ALL THE CONDITIONS FOR PARTICIPATON IN THIS PROGRAM.

Volunteer's e-signature:	Click or tap here to enter text.	**Date:**	Click or tap to enter a date.

APPLICANT'S INSTRUCTIONS: **Email your completed and e-signed application and all required attachments to your LFRD President or designee**. Official grade notice for last course(s) completed under Tuition Assistance must be submitted as soon as it is received from the educational institution or at the time of application, whichever comes first.
It is the volunteer's responsibility to submit grade notices to OHR.

This is to certify that Type Applicant's Name Here **meets the following requirements:**

1.	Applicant is an active Volunteer and he/she appears on the most recent certified list of active volunteers.	**YES**	☐	**NO**	☐
2.	Applicant is qualified under the point system in the Montgomery County Code, Section 21-21.	**YES**	☐	**NO**	☐
3.	Applicant's Educational Objective (please check the appropriate statement):				
	* Degree is related to MCVFRA member current job functions or career ladder in the same job series or profession. (Please see attached course description from the applicant.)	**YES**	☐	**NO**	☐
	* This is an individual course(s) not leading to a degree which is related to MCVFRA member current job functions or career ladder in the same series or profession. (Please see attached course description from the applicant.)	**YES**	☐	**NO**	☐
4.	Applicant's work performance is in good standing.	**YES**	☐	**NO**	☐
5.	Applicant is attending course work during his/her off-duty hours.	**YES**	☐	**NO**	☐

RECOMMENDATION: **APPROVAL** ☐   **DISAPPROVAL** ☐
Please briefly describe the basis for disapproval.
Click or tap here to enter basis for disapproval

Click or tap here to enter text.	Click or tap to enter a date.
LFRD e-signature and title	**Date**

Montgomery County Fire and Rescue Service Chief or Designee Approval

I concur ☐ Do not concur ☐ with the recommendation of the LFRD President or designee.

REMARKS: Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.
MCFRS Signature and title	**Date**

OFFICE OF HUMAN RESOURCES ACTION

Previous tuition assistance received under the Tuition Assistance Program by applicant during the fiscal year for which this application is made:

Application Approved for:	$Click or tap here to enter text.	Application Disapproved	☐

THIS COURSE(S): IS ☐ NOT ☐
PART OF A PROGRAM OF STUDY THAT COULD QUALIFY THE VOLUNTEER FOR A NEW TRADE OR BUSINESS.

_____   _____
Coordinator's Signature   Date