



SAFER GRANT EDUCATIONAL REIMBURSEMENT PROGRAM



The Safer Grant Educational Reimbursement Program was established for the mutual benefit of the volunteers of Frederick County. In order to be eligible, the volunteer must be an active member of a Frederick County Volunteer Fire and Rescue Services (FCVFRS) Department in the calendar year preceding the year in which the student enrolls in the course(s).

1. The Grant provides 100% of the cost of tuition, books, registration fees, charges per credit hour or similar charges for a volunteer who completes a course from any local college/university, provided the volunteer earns a “B” or better.
2. If the volunteer completes the course and earns a “C” grade, the grant provides: 50 % of the aforementioned costs.
3. Benefits are subject to the following conditions:
 - a) Reimbursement is limited to two (2) courses per semester and to a maximum of \$3,000 per fiscal year.
 - b) Courses of study eligible under this program are limited to credit courses.
 - c) Documentation of a grade of “C” or better or the numeric equivalent is required for reimbursement for all credit courses.
 - d) **Mileage allowances or other travel reimbursements are not considered as a part of this program.**
 - e) All requests for educational funds must be approved by the Chief and/or President of the company and the Director/Chief of Frederick County Fire and Rescue Services, **PRIOR** to registering for the course.
 - f) Volunteers must remain active with FCVFRS while enrolled and for a period of one year after receiving benefits.

APPLICATION PROCEDURES

1. Application for educational funds will be made on a Request for Educational Reimbursement form.
2. The volunteer should describe as completely as possible the courses for which he/she is requesting reimbursement.
3. All requests for funds shall first be presented to the Chief and/or President of the company for approval.
4. The volunteer then submits the Request for Educational Reimbursement form to the Director/Chief of Frederick County Fire and Rescue Services.
5. The Director/Chief of Frederick County Fire and Rescue Services shall indicate the final action and return the original form to the volunteer.
6. When the reimbursement request has been, finally, approved and returned to the volunteer, he/she may enroll for the approved course and may expect to receive benefits in accordance with the commitments made on the Request for Educational Reimbursement form.
7. The volunteer shall forward the following items to the Director/Chief of Frederick County Fire and Rescue Services, upon completion of the approved course:
 - a) Original copy of the Request for Educational Reimbursement form with the volunteer's signature certifying completion of the course.
 - b) Copy of grades.
 - c) Copy of invoices showing the amount(s) paid by the volunteer for the course and books.

CONDITIONS FOR REIMBURSEMENT

1. If the volunteer does not continue to be an active member with FCVFRS and meet the requirements within the period of one year after completion of the course, the volunteer will reimburse the County for the course taken.
2. If the FCVFRS Safer Grant Educational Reimbursement Program is used in conjunction with any other scholarship or other educational benefit, the County will consider reimbursement of covered costs remaining after application of payment from such other benefit source(s). The amount reimbursed by the County will be the lesser of a) the actual amount applicable under the appropriate Frederick County plan, or b) the portion of remaining costs eligible under the appropriate Frederick County plan which, when paid, will result in the volunteer having received a cumulative 100% reimbursement of covered costs through all of his/her educational benefit sources.