



UNIVERSITY HUMAN RESOURCES

EMPLOYEE BENEFITS

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Tuition Remission Guidelines for Fall 2020

The Department of University Human Resources (UHR) Office of Employee Benefits is accepting tuition remission forms for the Fall 2020 semester as of **July 7, 2020**.

Employee Tuition Remission

Faculty and staff employees must use the new **University System (USM) of Maryland Tuition Remission Application Portal** to apply for tuition remission at all USM institutions for themselves and their eligible spouses and dependents. **Paper tuition request forms will no longer be accepted, except for those attending Baltimore City Community College (BCCC), Morgan State University, and St. Mary's College of Maryland.** Paper forms will still be required for these institutions and retirees must use the paper form for all institutions.

To access the new USM Tuition Remission Application Portal, please go to <https://uhr.umd.edu/benefits/tuition-remission/>.

Employees must have an active, approved appointment in PHR with a start date no later than August 26, 2020 for Fall semester in order to be eligible for tuition remission.

- **Regular Status Full-Time Employees (100%):** Eight total credit hours for Fall 2019.
- **Regular Status Part-Time Employees (50% or more):** Credit hours are prorated according to FTE.

The approved applications must be submitted through the USM Portal by September 14, 2020 for Fall 2020. Applications received after the deadline will not be processed.

Spouse/Dependent Children Tuition Remission

Eligible spouse and dependent children of employees will be entitled to an unlimited credit total, prorated according to the employee's FTE, for Fall 2020 with respect to the guidelines below.

For employees hired:

- Before January 1, 1990, the entitlement is for undergraduate or graduate courses at any USM institution.
- On or after January 1, 1990, the entitlement is for undergraduate courses toward their first degree when the employee has completed two years of employment. The two-year anniversary must be reached prior to the start of the Fall semester. Spouses and dependent children may attend another institution of the USM with 50% tuition remission, prorated to the employee's FTE.

Tuition Remission Policy guidelines

Tuition remission policy and guidelines for **all** eligible employees, spouse/dependents, graduate assistants, and retirees can be found at <http://uhr.umd.edu/benefits/tuition-remission/> .

Undergraduate Programs with Differential Tuition

Undergraduate programs with the Smith School of Business and Management, the Clark School of Engineering, and the Department of Computer Science have an additional differential tuition charge that is covered by tuition remission for USM employees and their eligible dependents.

Graduate Assistants

Graduate Assistants with an active PHR Fall 2020 appointment who register for College Park classes will automatically receive tuition remission for Fall 2020. Tuition remission credit will automatically be applied to the Graduate Assistant's student account at the time of course registration. **Graduate Assistants will not use the USM Portal.**

Full-time graduate assistants may be entitled to receive up to 10 total credit hours and part-time graduate assistant may be entitled to receive up to 5 credit hours. Credit hours are prorated according to FTE.

Graduate Level Courses

Tuition remission for all graduate level programs is credited at the prevailing standard in-state credit hour rate at the time the class is taken. **Enrollees in the Masters Programs with the following Schools or Colleges will be responsible for fees and the difference in tuition that exceeds the prevailing standard in-state credit hour rate for the maximum allowable credits per semester.**

It is recommended that the student verify the tuition cost for all Masters Programs at <https://billpay.umd.edu/billing-tuition-and-fees/graduate-tuition-and-fees> or with the specific Graduate Program Office listed below before enrolling.

College of Information Studies
Joint Program in Survey Methodology (JPSM)
Office of Advanced Engineering Education
Office of Extended Studies – Professional Programs
Real Estate Development
Robert H. Smith School of Business
School of Public Health
School of Public Policy
Study of Terrorism and Responses to Terrorism (START)
Telecommunications

Fall 2020 Tuition Remission Eligibility Guidelines

	Fall Eligibility (MAX)	Special Notes
Graduate Assistant (Full-time, 20- hr, 50% FTE)	10 credits	UMEI courses and Consortium Courses are not covered under tuition remission.
Graduate Assistant (Part-time, 10-hr, 25% FTE)	5 credits	UMEI courses and Consortium Courses are not covered under tuition remission.
Regular Faculty/Staff (remission is pro-rated to employee's % FTE on payroll; must have FTE>50%)	8 credits	Employees will be taxed on graduate tuition remission exceeding \$5,250 in a calendar year. Exceptions with Supervisor's certification from the Department Head (Certification Form).
Contingent II	As stated in the contract	See USM Policy VII-1.40, Policy on Contingent Employment.
Contingent I	Not eligible	

General Information

Employees, Graduate Assistants, spouse/dependent children with tuition remission entitlement and graduate assistants must pay all mandatory fees and tuition surcharge. To avoid registration and billing problems, please inform affected employees who utilize spouse/dependent tuition remission.

Payment Due Dates

Tuition remission applications should be submitted before the payment due date indicated on the student invoice issued by Student Financial Services and Cashiering to avoid late fees and/or cancellation of course(s).

Payment deadlines may be found at <https://billpay.umd.edu/tuition-billing/billing-schedule>.

Tuition Remission Forms for other USM Institutions

Each USM institution has specific policies and procedures for the tuition remission benefit. Before submitting a tuition remission application for another USM institution, the applicant should contact the USM institution she/he wishes to attend to verify acceptance of tuition remission for the specific program and obtain any guidelines, procedures or restrictions on tuition remission that may exist at that institution.

Programs Excluded from the Tuition Remission Benefit

Certain programs offered at College Park are excluded from the tuition remission benefit. Such programs include the following:

- UMEI courses
- Math 0XX-Intermedial Mathematics Courses

Any questions or concerns pertaining to tuition remission should be directed to the UHR Support Center at (301) 405-7575 or www.tuitionremission@umd.edu.