



# UNIVERSITY HUMAN RESOURCES

## EMPLOYEE BENEFITS

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### Tuition Remission Guidelines for Fall 2018

The Department of University Human Resources (UHR) Office of Employee Benefits is accepting tuition remission forms for the Fall 2018 semester as of **July 9, 2018**.

#### Employee Tuition Remission

Faculty and staff employees must submit the Electronic Tuition Remission Request Form (TR-Elf) if attending College Park classes, or the paper USM Tuition Remission Request Form if attending other USM institutions, for themselves, as well as their spouses and dependents. Employees must have an active, approved appointment in PHR with a start date no later than August 27, 2018 for Fall 2018 in order for the employee to be eligible for tuition remission.

- **Regular Status Full-Time Employees (100%)**: Eight total credit hours for Fall 2017.
- **Regular Status Part-Time Employees (50% or more)**: Credit hours are prorated according to FTE.

The approved form(s) must be submitted to the designated departmental TR-Elf approver by September 10, 2018 through the electronic form system.

#### Spouse/Dependent Children Tuition Remission

Eligible spouse and dependent children will be entitled to an unlimited credit total for Fall 2018 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.

#### 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**

**College Park employees.** Students who are eligible spouses or dependent children of other USM faculty and staff that are attending UMD through the tuition remission program **may** be responsible for paying the differential tuition amount. Faculty and staff of other USM institutions should consult their Human Resources Department to determine if the differential tuition will be covered by the tuition remission program.

## Graduate Assistants

Graduate Assistants with an active PHR Fall 2018 appointment who register for College Park classes will automatically receive tuition remission for Fall 2018. Tuition remission credit will automatically be applied to the Graduate Assistant's student account at the time of course registration.

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 2018 Tuition Remission Eligibility Guidelines

Applicant	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

Pertinent information and access to the electronic (TR-Elf) form is available at [www.ares.umd.edu](http://www.ares.umd.edu).

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

## Deadlines

The final date the UHR Office of Employee Benefits will accept tuition remission forms for courses taken at the College Park Campus is **September 10, 2018**. **Forms received after the deadline will not be processed.**

## Payment Due Dates

Forms should be submitted before the payment due date indicated on the student invoice issued by the Office of the Bursar to avoid late fees and/or cancellation of course(s). The Fall 2018 class schedule lists payment due dates as follows:

If registered for Fall 2018:	Payment is due:
By July 25 <sup>th</sup>	August 20, 2018
Between July 26 <sup>th</sup> and August 25 <sup>th</sup>	September 20, 2018
After August 25 <sup>th</sup>	September 20, 2018

## 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 request for another USM institution, the applicant should contact the USM institution she/he wishes to attend to verify acceptance of Fall term tuition remission and obtain any guidelines, procedures or restrictions on tuition remission that may exist at that institution.

Employees and/or eligible spouse/dependents attending another USM Institution must submit the USM Tuition Remission Request Form to the College Park UHR Office of Employee Benefits once the departmental approval has been issued. The applicant must indicate on the form the campus she/he will be attending

## Programs Excluded from the Tuition Remission Benefit

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

- o UMEI courses
- o Math OXX-Intermedial Mathematics Courses

## Other Important Notes:

Any questions or concerns pertaining to tuition remission should be directed to Janice Smith at (301) 405-5659 or [jsmith12@umd.edu](mailto:jsmith12@umd.edu).