



**USM TUITION REMISSION–DEADLINES AND RESTRICTIONS CHART FOR WINTER/SPRING 2012 – FOR FACULTY/STAFF AND SPOUSE/DEPENDENTS \*(Please refer to Notes listed on last page below for important details related to Tuition Remission. Additionally, refer to the Institution’s website where the course work is being taken for details related to that Institution’s Tuition Remission ) - REVISED 12-11-2011**

USM INSTITUTION	Limitations and Restrictions	Faculty/Staff Credit Limits	Spouse/Dependent Credit Limits. (*remission limits based on hire date see Section IV of the TR policy)	Start Date for Acceptance of Remission Forms	Last Date for Acceptance of Remission Forms	Availability Intersessions/ Minimesters
Bowie State University (BSU)	Programs offered by Academy of Computer Training are excluded.	8 credits	No limits	Open	Winter Term: January 6, 2012 Spring: February 3, 2012 (Late letter required after deadline.)	Available
Coppin State University (CSU)	No limitations	8 credits	No limits	Open	Winter: December. 20, 2011 Spring: January 20, 2012 (Late letter required after deadline.)	Available
Frostburg State University (FSU)	Self-support programs and courses; study abroad programs are excluded	8 credits	No limits	Intersession: at time of registration. Spring: Open	No later than last day of free drop/add period (Late letter required after deadline.)	Available
Salisbury University (SU)	No limitations	8 credits	No limits	Open	Winter Term- Jan 13, 2012 (Late letter required after deadline.)  Spring Term- April 6, 2012 (Late letter required after deadline.)	Available
Towson University (TU)	One-to-one courses such as advanced studio and private lessons; self-support programs such as Computer Certification courses, College of Education closed contract courses, and the Towson Learning Network; non-credit courses, courses offered during Minimester, and all study abroad programs except for Towson University Exchanges are excluded from tuition remission.	8 credits	15 credits maximum for Spouse/Dependents.	Open	February 7, 2012 (Late letter required after deadline.)	Not available
University of Baltimore (UB)	All self-support and noncredit courses and study abroad programs are excluded.	8 credits	No limits	November 1, 2011	February 1, 2012 (Late letter required after deadline.)	Winter minimester not available. .
Univ. of MD, Baltimore (UMB)	M.D. and D.D.S. & Designated Self-Support Programs excluded. Per BOR Policy VII-4.20, UMB dependents receive tuition remission for the undergraduate nursing program at UMB and at all other participating institutions since UMB is a graduate level school and the home campus rule is not applicable.	8 credits	No limits	Open	Prior to the beginning of the semester. (Late letter required after deadline.)	Available where applicable
Univ. of MD Baltimore County (UMBC)	All noncredit programs and Computer Certificate Programs offered through Continuing and Professional Studies or the UMBC Training Centers are excluded.	8 credits	No limits	Open; approved as long as individual still employed at start of semester.	Winter: January 18, 2012 Spring: February 8, 2012 (Late letter required after deadline.)	Available
Univ. of MD, College Park (UMCP)	Intermedial math and UM English Inst courses <b>excluded</b> . All graduate programs reimbursed at standard graduate tuition rate of \$525 per credit with cost difference, if any, billed to student. Please verify tuition cost before enrolling. Consortium courses not covered.	8 credits maximum for both sessions combined. Applies to faculty, staff, spouses & dependents.	No limits	Open	Winter Term: January 13, 2012 Spring Term: March 10, 2012 (Late letter required after deadline.) Forms should be submitted prior to registration since payment is due immediately for tuition and mandatory fees.	Winter-term Available 4 credits max.

(Cont'd) USM INSTITUTION	Limitations and Restrictions	Faculty/Staff Credit Limits	Spouse/Dependent Credit Limits.	Start Date for Acceptance of Remission Forms	Last Date for Acceptance of Remission Forms	Availability Intersessions/ Minimesters
Univ. of MD Eastern Shore (UMES)	Pharmacy Program is excluded	8 credits	No limits	Open	Prior to the end of the semester. (Late letter required after deadline.)	Available
Univ. of MD University College (UMUC)	Executive Degree Programs, National Leadership Institute and noncredit classes are excluded.	8 credits	No limits	Open	<b>Tuition Remission Forms must be processed within 10 days of registering for classes, or classes will be dropped.</b> (Late letter required after deadline.)	Not available
<b>RECIPROCAL INSTITUTIONS</b>						
Baltimore City Community College (BCCC)	Noncredit Courses excluded. No reciprocity for spouses. Retirees and their dependent children <u>are not</u> eligible. <b>*See full policy on website noted in footnote.</b>	8 credits	No credit limits for Dependents of employees.	Open	Forms may be submitted anytime until January 3, 2012. After January 3, forms must be submitted at time of registration with payment of fees or classes will be dropped.  (Late letter required after January 24th.)	Tuition Remission Not Available for Winter Minimester
Morgan State University (MSU)	Minimum enrollment in all courses to meet costs must occur before tuition remission will be accepted. No reciprocity for Grad Assistants or spouses. Retirees and their/Dependents <u>are not</u> eligible. <b>*See full policy on website noted in footnote.</b>	8 credits	No limits	Open	Prior to the end of the semester. (Late letter required after deadline.)	Winter minimester not available
St. Mary's College of MD (SMCM)	Scholarship awards from St. Mary's cannot exceed the value of in-state tuition. Tuition remissions are scholarships and count toward this limit. Internships, independent studies, and non-credit courses can only be taken with tuition remission if they do not result in additional expense for the College. Spouses, Retirees and Retiree spouses/dependents, & Graduate Assistants <u>are not</u> eligible. Graduate courses <u>are not</u> available for dependents. <b>*See full policy on website noted in footnote.</b>	8 credits	4yrs full-time; total maximum of 8 fulltime Fall/Summer and/or Spring semesters, <b>including semesters when students registered but withdrew or did not attend.</b>	Open	December 31, 2011 (Late letter required after deadline.)	Not available

**\* Notes: Employee is responsible for researching eligibility for a specific course/program. Tuition Remission program covers tuition only – Fees and books are NOT covered.**

**If you have a student loan and your tuition remission has not been applied to your account by the designated deadline, your loan will be applied towards your courses per federal requirements.**

- Employees hired prior to 1/1/90: dependents eligible for undergraduate and graduate remission.
- Employees hired on or after 1/1/90: dependents eligible for undergraduate remission at the institution where employee works; note policy for exceptions.
- Employee hired on or after July 1, 1992: two year waiting period and undergraduate remission at the institution where the employee works.

• Please refer to the USM Tuition Remission policies for more details:

-- USM-BOR Policy VII-4.10 <http://www.usmd.edu/regents/bylaws/SectionVII/VII410.html> , and

-- USM-BOR Policy VII-4.20 <http://www.usmd.edu/regents/bylaws/SectionVII/VII420.pdf>

Further, please be advised that these policies may be revised by the USM-BOR from time to time.

**Additionally, refer to the Institution's website where the course work is being taken for details related to that Institution's Tuition Remission. Please verify tuition cost before enrolling.**

**TAXABILITY OF TUITION REMISSION BENEFIT:**

For information about tax treatment of tuition remission, visit: <http://www.usmd.edu/usm/adminfinance/humanresources>; scroll to "Links to Further HR Information, Policies, and Programs"; then select "Tuition Remission Tax Chart".

- St. Mary's College of MD (SMCM) Website: [http://www.smcm.edu/hr/HRdocuments/employee\\_benefits/tuitiondocuments/tuit\\_benefits\\_rev\\_092910forweb.pdf](http://www.smcm.edu/hr/HRdocuments/employee_benefits/tuitiondocuments/tuit_benefits_rev_092910forweb.pdf)
- Morgan State University (MSU) Website: <http://www.morgan.edu/Documents/ADMINISTRATION/Human%20Resources/Tuition-Waiver-Policy.pdf>
- Baltimore City Community College (BCCC) – Follows Section VI, A-C, on pages 6&7 of USM Policy: Website: <http://www.usmd.edu/regents/bylaws/SectionVII/VII420.pdf>  
Contact Sheryl Nelson, 410-462-8049 for further information if necessary.

**Disclaimer:** Provisions listed above may be revised from time to time and may not be all inclusive in this document. Final decisions are made at the Institution where the course work is being taken.