



UNIVERSITY HUMAN RESOURCES

EMPLOYEE BENEFITS

1101 Chesapeake Building
College Park, MD 20742-3121
tuitionremission@umd.edu

Tuition Remission Guidelines for Summer Sessions I and II 2023

The Department of University Human Resources (UHR) Office of Employee Benefits is accepting tuition remission applications for Summer Sessions I and II 2023 as of April 11, 2023.

Employee Tuition Remission Applications

Faculty and staff employees must use the new **University System of Maryland (USM) 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 for USM institutions.**

To access the online **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 May 30, 2023 for Summer I and July 10, 2023 for Summer II in order for the employee to be eligible for tuition remission.

- **Full-Time Employees (100%):** Eight total credit hours for Summer Sessions I and II, combined.
- **Regular Status Part-Time Employees (50% or more):** Credit hours are prorated according to FTE.

If the applicant is requesting tuition remission for both summer sessions, TWO separate USM Portal applications must be completed.

The approved form(s) must be submitted through the USM Portal by July 7, 2023 for Summer Session I and July 31, 2023 for Summer Session II. Forms received after the deadline will not be processed.

Retirees and Reciprocal Institution Instructions

Retirees, and employees/dependents who attend Baltimore City Community College (BCCC), Morgan State University, and St. Mary's College of Maryland **must submit paper forms**. Paper forms are required for these institutions and all retirees. Retirees, employees/dependents of reciprocal institutions can visit the [UHR website](#) for the **paper form** and can click on the **SUBMIT PAPER FORM** button to upload completed applications.

Spouse/Dependent Children Tuition Remission

Eligible spouse and dependent children will be entitled to 8 total credit hours for Summer Sessions I and II 2023, combined, 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 at the employee's home institution when the employee has completed two years of employment. The two-year anniversary must be reached prior to the start of the term or 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 and retirees can be found at <http://uhr.umd.edu/benefits/tuition-remission/>.

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 that is not charged for the Summer Sessions.

Graduate Assistants (GA's)

Graduate Assistants with an **active** PHR appointment during Summer Session I or II 2023 who enroll in College Park classes will automatically receive tuition remission, provided that they are registered and have had a continuous appointment in the preceding Fall and Spring semesters. 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 8 total credit hours and part-time graduate assistants may be entitled to receive up to 4 credit hours. Credit hours are prorated according to FTE.

[Tuition Remission FAQs and General Info for Graduate Assistants \(PDF\)](#)

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 following programs 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 before enrolling.**

- | | |
|--|--|
| • College of Information Studies | • Robert H. Smith School of Business |
| • JPSM | • School of Public Health |
| • MAGE | • School of Public Policy |
| • OES - Professional Programs | • START |
| • Real Estate Development | • Telecommunications |

Tuition Remission Eligibility for Summer Sessions I and II 2023

Applicant	Summer I & II (MAX)	Special Notes
Graduate Assistant (Full-time, 20-hr, 50% FTE)	8 credits combined	UMEI courses are not covered under tuition remission
Graduate Assistant (Part-time, 10-hr, 25% FTE)	4 credits combined	UMEI 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 combined, prorated to FTE	Employees will be taxed on graduate tuition remission exceeding \$5,250 in a calendar year. Tax exceptions are made for working fringe benefit with Supervisor's certification from the Department Head (Certification Form)
Spouse/Dependents	8 credits combined, prorated to employee's FTE	Employees will be taxed on the entire graduate tuition remission received in a calendar year
Contingent II	Stated in the contract	See USM Policy VII-1.40, Policy on Contingent Employment
Contingent I	Not eligible	

General Information

Employees, spouses, dependent children, and graduate assistants are responsible to pay for all assessed university charges not covered by an approved tuition remission benefit. This, at minimum, means semester mandatory fees will need to be paid, but could also include other assessments based on your particular circumstances for the term.

Tuition Remission will be applied in the following manner:

- **Graduate Assistants** with an active appointment in PHR will have the remission benefit post to the student account approximately 4-6 weeks from the time the first term eBill is generated. Graduate Assistants must pay the fee portion of their bill immediately. [Please review FAQs here.](#)
- **Employees /Dependents of Employees** must first submit a Tuition Remission form through the USM Tuition Remission Portal. Once this has been submitted and approved, the remission benefit will post to the student account approximately 4-6 weeks from the time your first term eBill is generated.

The calendar on term billing may be found at billpay.umd.edu/BillingSchedule. Please note that remission cannot be processed until **after** courses are registered for and the first eBill for those courses has been generated.

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 Applications 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 review the [deadlines and restrictions calendar](#) to verify acceptance of Summer 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 application through the [USM Tuition Remission Portal](#).

Programs Excluded from the Tuition Remission Benefit

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

- UMEI courses
- Math OXX-Intermedial Mathematics Courses
- Any course that is below the 100 level course number

Any questions or concerns pertaining to tuition remission should be directed to tuitionremission@umd.edu.

Office of Extended Studies Summer tuition remission entitlements are outlined below.

OES Summer Term Tuition Remission Entitlements

Position	Fall 2022 & Spring 2023 Appointment	Summer 2023 Appointment	Tuition Remission
GA	12 mo, part- & full-time	Not needed to be eligible	1-8 credits
GA	9.5 mo, part- & full-time	None	0 credits
GA	9.5 mo, part- & full-time	TA	1-8 credits
GA	9.5 mo, part- & full-time	Lecturer	0 credits
Summer Only Lecturer	N/A	Lecturer	0 credits

This is the total credit eligibility for the entire Summer Term, not each session. Graduate assistants may use their credits in any summer session regardless of the session in which the appointment occurs.

OES does not pay tuition remission for graduate assistants appointed as summer lecturers.

Tuition remission guidelines for **all** eligible employees, spouse/dependents and retirees can be found at <http://uhr.umd.edu/benefits/tuition-remission/>. If you have questions, please contact an OES business manager at oes-finance@umd.edu.