



## Tuition Remission Policy and Procedures

### **I. The Policy**

#### *Regular Employee Benefit*

All regular exempt and non-exempt, full-time Coppin State University employees may receive up to 8 credits each semester/term of tuition remission at any USM institution. Some institutions may limit the number of credits during the summer session. The benefit is offered immediately upon hire for you to use at the start of the next semester.

#### *Spouse/Dependent Benefit for USM Employees Hired Before 1/1/90*

Spouse and dependents are eligible for full tuition at the undergraduate and graduate levels at any USM institution, including Morgan, St. Mary's and Baltimore City Community College. This benefit is offered on a pro-rata basis to regular employees who are employed at least 50%. Eligibility is contingent upon meeting admission criteria and any enrollment regulations at the selected institution. Benefits are also offered to retirees whose service began before 1/1/90, as well as to retiree's spouse or dependent children. However, no benefits are offered to retirees whose service began before 1/1/90 at St. Mary's College of Maryland.

#### *Spouse/Dependent Benefit for USM Employees Hired Between 1/1/90 and 6/30/92*

Spouse and dependents are eligible for full tuition for the **first undergraduate degree at only the home institution**. Morgan, St. Mary's College of Maryland and Baltimore City Community College are included for employee's dependent child(ren);

Spouses may not enroll at Morgan, St. Mary's or BCCC. No retiree benefits are offered for employees, spouse of employee, or dependents of employee whose service began on or after 1/1/90.

#### *Spouse/Dependent Benefit for USM Employees Hired On or After 7/1/92*

In addition to the spouse/dependent benefits stated in the previous paragraph for employees hired after 1/1/90, spouse and dependent tuition benefits are available only after the active full-time or part-time (at least 50%) employee has been in University service for two years prior to the anticipated date of registration for course work.



### *Spouse and Dependents of Deceased Employees*

Spouse and dependent children of employees who die in service are eligible for tuition remission benefits equivalent to that of spouse/dependents of regular active employees in accordance with the following guidelines:

1. If the deceased employee's length of service was less than three years, the spouse/dependent is eligible for one academic year.
2. If the deceased employee's length of service was between three and five years, the spouse/dependents are eligible for two academic years.
3. If the deceased employee's length of service between five and seven years, the spouse/dependents are eligible for three academic years.
4. If the deceased employee's length of service was between seven and nine years experience, spouse/dependents are eligible for four academic years.
5. If the deceased employee's length of service was more than nine years, the spouse/dependents are eligible for five academic years.

Eligibility for tuition remission for spouses shall expire at the end of seven years following the death of the full-time employee, and on the twenty-second birthday for dependent children. For spouse/dependents of deceased part-time regular employees who were employed at least 50 percent-time or more, the percentage of remission shall be proportional to the percentage of employment (FTE), averaging the three years immediately preceding the employee's death.

### *Contractual Employee Benefit-Contractual II only*

Effective February 9, 2001, Contingent II employees may register for up to eight (8) credits per semester (fall, spring, and summer) at Coppin State University only. Benefits are prorated for employees who work less than full time but at least 50%. Employees must be hired and working at the beginning of the semester to qualify for tuition remission for that semester.

No benefits are offered to a Contingent II employee's spouse or dependent child(ren).

## **II. Verifying Employee Eligibility**

- A. Verification of all Coppin State University employees will be performed with each tuition remission request form the Office of Human Resources receives. The following information will be verified:
  - Employment status
  - Original Date of Hire or Reinstatement
- B. Each institution's benefits representative or designee must review and verify the following information on their employee's tuition remission request forms prior to submission to another USM institution's HR office:



- Student enrollment status (check freshman, sophomore, junior, or senior, or Graduate)
  - Academic major/program of study
  - Campus where student will be enrolling
- C. All other information on the form should also be checked to ensure accuracy.
- D. The home institution should also note in Section #18 on the tuition remission form whether or not a transfer of funds is required.
- E. The tuition forms should be forwarded to the appropriate USM institution within the timeframe and deadlines specified by that institution.

### **III. Verifying Spouse/Dependent Eligibility**

- A. As of July 1, 2010, all faculty and staff requesting tuition remission for a spouse/dependent will be required to provide appropriate documentation verifying eligibility upon request to the Office of Human Resources. This means that to claim an individual as an eligible dependent, you must first provide documented proof of dependent status. Proof must be submitted for the tuition remission request form to be processed.
- B. The Office of Human Resources will first utilize the State of Maryland Benefits Access System (BAS) to determine if the employee is currently carrying the spouse/dependent for which tuition remission is being requested on their health benefits coverage. If the spouse/dependent is currently covered by the employee's coverage, no further documentation will be requested. If the spouse/dependent is not currently covered by the employee's coverage, documentation must be submitted to verify eligibility.
- C. Failure to provide the requested proof by the established deadline will render the dependent and/or spouse ineligible for the benefit.
- D. The Addendum to Spouse & Dependent Child Request for Tuition Remission is also required.
- E. Acceptable documentation includes:
- Documentation for Spouse
    - Official State marriage certificate (must be certified and dated by the appropriate State or County official, such as the Clerk of Court.
    - Most recent tax return



- Documentation for Dependent Children
  - Official State birth certificate
  - Most recent tax return

F. Notification of spouse/dependent eligibility

- The Office of Human Resources, upon review of supporting documentation regarding spouse/dependent for which tuition remission is being requested will notify the employee of the status of the request.
- The tuition remission request form will be processed if the documentation has proved the spouse/dependent eligible based on the definitions.
- If the documentation does not prove the spouse/dependent eligible, the tuition remission request form will not be processed.

**IV. Processing Tuition Remission**

A. Upon obtaining departmental authorization, the tuition remission form must be approved by the Office of Human Resources/Personnel Office of the employee's home institution. A new application must be completed for each semester/session. If the employee is registering at multiple institutions, a separate application must be completed for each institution.

B. Employee complete sections 1-17a

(If student is dependent or spouse must attach ADDENDUM)

HR Representative complete section 17 and 18

1. Academic Year: record year in which tuition remission is requested
  - a. Semester – check enrollment term
2. Employee Name: (last name, first name)
3. Employee SSN: record social security number of employee
4. Employee Original Date of Hire or Reinstatement: record employee's original date of hire/reinstatement date (verify cont II service date)
5. Retired or Deceased date: record date employee retired or date of deceased (mm/dd/yyyy)
6. Active Status: check Full or Part time (record % is less than full time (100%))
7. Employee Status: check employee's current status
8. Employee Home Institution: check employee's home institution
9. Employee Campus Address: record employee's home campus department, campus phone number and campus email address
10. Student Name: record name of student attending school (if student is employee leave blank)
11. Student SSN: record student's social security number



12. Student's relationship to employee: check appropriate relationship
13. Student's date of birth: record birth date of dependent children ONLY
14. Student Enrollment Status: check current enrollment status of student (Graduate Level – Must indicate on Spreadsheet for all types of students)
15. Academic Major: record major description (N/A for employees who began before 1/1/90)
16. Campus where employee/student is taking classes: check appropriate institution
17. 17a. Number of credit hours to be remitted: record number of credits student is attempting for the selected semester
18. 17b. List account number(s) from which employee is paid: (completed by HR representative)
19. Institution transfer of funds: check appropriate answer  
If spouse/dependant going to another institution "yes"  
If employee going to another institution "no"  
If employee hired on or before 1/1/90 select "NO" for Institutional Transfer for spouse or dependent attending another institution (other than CSU)

C. Verify the following data using the 310 system:

- Name
- SSN
- Original Date of Hire (if different check files for other USM service or Cont II service)
- Employee Status
- Account number information – All accounts begin with "R2700"
  - 6<sup>th</sup> digit – last digit of the Agency Code (box 38)
  - 7<sup>th</sup> digit- always "4"
  - 8<sup>th</sup> digit- Fund Code – if 05 record "3"  
if 01 record "0"
- Record the Program (last three digits of Agency Code) on the top right hand corner of form. Ex: "Prog 005"

D. Go to or create spreadsheet: J:/Human Resources/Tuition Remission/Semester 20xx

- Imports
  - Review information for accuracy
  - Add information to spreadsheet, place original in Tuition Remission Binder
- Exports
  - Review information for accuracy
  - Copy; record current date on copy



- Mail original or fax to institution
- Non USM
  - Rosemont and Coppin Academy Staff has an agreement with CSU (please read)

Highlights

- can only attend CSU
- Must note on Tuition Remission Form in box 8 "Rosemont" or "Coppin Academy"
- Senior Citizens
  - Required Fields:
  - Name (Last Name, First Name)
  - SSN
  - Graduate (must be indicated on spreadsheet)
  - Must provide proof of age (make a copy for file)

Note: must register last day of late registration

E. Spreadsheets

- Email spreadsheet after each update to:
  - Student Accounts Representative
  - Bursar
  - Financial Aid
- Always print a copy of the final spreadsheet and place in Tuition Remission Binder (each semester)
- Create booklet for each semester with the following sheets:
  - Import (include Senior Citizens)
  - Export
  - Non CSU
- Student Accounts will return the spreadsheet via email with the appropriate tuition remission totals
- Email Finance Office the entire workbook (Finance Office will apply tuition totals to student accounts)

F. Graduate Information

- USM Controller's Office will send a Memo regarding Graduate Level Tuition Remission Reporting
  - Create/complete a spreadsheet workbook with the appropriate information (following the same format on the documentation)
  - Email the appropriate person listed in the documentation



**V. Auditing**

- A. At the end of each semester, the Office of Human Resources will perform an audit of all tuition remission request forms submitted by Coppin State University employees. The Office of Human Resources will:
- Review spreadsheet information and match it with actual forms to ensure each person for which tuition remission has been reported has in fact submitted a form
  - Ensure that each employee who has requested tuition remission for a spouse/dependent has submitted documentation, if required

**VI. Definitions**

- A. The term "dependent child" shall include a son, daughter, stepson, stepdaughter, legally adopted son and legally adopted daughter. A "dependent child" is a child who is "financially dependent," as that term is defined by the Internal Revenue Service (IRS). According to IRS regulations, a dependent child is eligible for tuition remission benefits if they are receiving more than 50% of their financial support from the employee and are under the age of 24, and are a full time student.
- B. The term "spouse" shall mean a person in a legally contracted marriage as recognized by the State of Maryland, provided that it shall not include an estranged spouse who maintains a separate domicile
- C. The term "retiree", for purposes of acceptance of tuition remission requests, a "University System of Maryland Retiree" must be receiving State of Maryland retirement checks and/or Optional Retirement Plan (ORP) retirement checks, and have earned at least five years of total service credit at one or more institution(s) of the USM. Verification of Retiree status may be obtained by contacting the Human Resources Office of the institution from which the employee has retired.

**VII. Taxation of Tuition Remission**

- A. The IRS does not tax tuition remission benefits for undergraduate courses. As of January 1, 2002, tuition remission benefits for employees for graduate level courses will no longer be taxed unless the amount remitted exceeds \$5,250.00. If the remission does exceed the \$5,250 maximum, the employee will be taxed on the amount above the maximum threshold. Tuition remission for spouses and dependents at the graduate level will continue to be taxed. The amount to



be taxed will be added to the employee's paycheck over set pay periods and taxes will then be deducted.

**VIII. Programs Exempt from Tuition Remission**

- A. Programs of study that are exempted from this policy include the M.D. and D.D.S. programs at the University of Maryland, Baltimore, the Doctor of Veterinary Medicine (DVM) Program, the combined DVM and Graduate Degree Program at the Virginia - Maryland Regional College of Veterinary Medicine, and other programs as may be recommended by the President of the institution offering the program and approved by the Chancellor. Availability of tuition remission for self-support programs and courses shall be recommended by the President of the institution offering and approved by the Chancellor. The host institution shall apply the exempted status equally to the applicants who wish to participate in the tuition remission program, whether from the host institution or other institutions.

**IX. USM Policy Links**

- A. Policy on Tuition Remission for Regular and Retired Faculty and Staff Employees of the University System of Maryland  
<http://www.usmd.edu/regents/bylaws/SectionVII/VII410.html>
- B. Policy on Tuition Remission for Spouses and Dependent Children of Regular and Retired Faculty and Staff Employees of the University System of Maryland  
<http://www.usmd.edu/regents/bylaws/SectionVII/VII420.html>

Approved by: \_\_\_\_\_

Richard Siemer  
Vice President for Administration and Finance

\_\_\_\_\_ Date