



USM TUITION REMISSION–DEADLINES AND RESTRICTIONS CHART FOR FALL 2011 – FOR FACULTY/STAFF AND SPOUSE/DEPENDENTS* (Please refer to Notes listed on page three below for important details related to Tuition Remission.)

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
Bowie State University (BSU)	Programs offered by Academy of Computer Training are excluded.	8 credits	No limits (Spouse/Dependents of employees hired after 1/1/90 have 50% remission)	Open	September 9, 2011 (Late letter required after deadline.)	Available
Coppin State University (CSU)	No limitations	8 credits	No limits (Spouse/Dependents of employees hired after 1/1/90 have 50% remission)	Open	August 19, 2011 (Late letter required after deadline.)	Available
Frostburg State University (FSU)	Self-support programs and courses; study abroad programs are excluded	8 credits	No limits (Spouse/Dependents of employees hired after 1/1/90 have 50% remission)	Upon registration for each Summer Session	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 (Spouse/Dependents of employees hired after 1/1/90 have 50% remission)	Open	October 28, 2011 (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	8 credits maximum over entire Summer for employees and Spouse/Dependents. (Spouse/Dependents of employees hired after 1/1/90 have 50% remission)	Open	September 9, 2011 (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 (Spouse/Dependents of employees hired after 1/1/90 have 50% remission under certain circumstances)	Open	September 6, 2011 (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 (Dependents of employees hired after 1/1/90 have 50% remission)	Open; approved as long as individual still employed at start of semester.	September 14, 2011 (Late letter required after deadline.)	Available

(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, College Park (UMCP)	Intermedial math and UM English Inst courses excluded . All graduate programs reimbursed at standard graduate tuition rate of \$500 per credit with cost difference, if any, billed to student. Consortium courses not covered.	8 credits maximum for both sessions combined. Applies to faculty, staff, spouses & dependents.	No limits (Spouse/Dependents of employees hired after 1/1/90 have 50% remission)	June 27, 2011	October 14, 2011 (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 Deadline TBD. 4 credits max.
Univ. of MD Eastern Shore (UMES)	Pharmacy Program is excluded	8 credits	No limits (Spouse/Dependents of employees hired after 1/1/90 have 50% remission)	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 (Spouse/Dependents of employees hired after 1/1/90 have 50% remission)	Open	Tuition Remission Forms must be processed within 10 days of registering for classes, or classes will be dropped. (Late letter required after deadline.)	Not available
RECIPROCITY INSTITUTIONS						
Baltimore City Community College (BCCC)	Noncredit Courses excluded. No reciprocity for spouses. Retirees and their dependent children <u>are not</u> eligible. *See full policy on website noted in footnote.	8 credits	No limits (Spouse/Dependents of employees hired after 1/1/90 have 50% remission)	Upon registration for each session. Note PAYMENT DUE DATES to avoid dropped classes	(Add/drop deadline) (Late letter required after deadline.)	Not available
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. *See full policy on website noted in footnote.	8 credits	No limits (Spouse/Dependents of employees hired after 1/1/90 have 50% remission)	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. *See full policy on website noted in footnote.	8 credits	4yrs full-time; total maximum of 8 fulltime Fall/Summer and/or Spring semesters. (Spouse/Dependents of employees hired after 1/1/90 have 50% remission)	Open	July 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.html>Further, please be advised that these policies may be revised by the USM-BOR from time to time.

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, Programs”; then select “Tuition Remission Tax Treatment”.

- St. Mary’s College of MD (SMCM) Website: http://www.smcm.edu/hr/HRdocuments/employee_benefits/tuitiondocuments/tuit_benefits_rev_092910forweb.pdf
- Morgan State University (MSU) Website: http://www.morgancounsel.org/policies_procedures.html
- Baltimore City Community College (BCCC) Website: Tuition Remission policy under review. Contact Deidre Hill, 410-462-8087 for current policy.

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.