July 9, 2012

MEMORANDUM

TO: Vice Presidents, Deans, Directors and Department Chairpersons
FROM: David R. Riegert, Assistant Director for Benefits
RE: Tuition Remission Guidelines for Eligible Employees and Graduate Assistants
Fall Semester, 2012

The Department of University Human Resources (UHR) is now accepting tuition remission forms for the Fall Semester, 2012 for employees, graduate assistants, spouses and dependents attending UMCP. Pertinent information and access to the forms are available at www.uhr.umd.edu under “Tuition Remission” and “Forms.” Departmental tuition remission coordinators have also been provided with this information.

Graduate Assistants with an active PHR appointment who enroll in College Park classes will automatically receive tuition remission for each semester or term that they are registered. It is no longer necessary for Graduate Assistants to complete Tuition Remission Request Forms; instead, credit will automatically be applied to the Graduate Assistant’s student account at the time of course registration. This change is posted on the Employee Benefits page of the UHR website (www.uhr.umd.edu). Faculty and staff employees are not impacted by this change and must continue to submit the electronic or paper Tuition Remission Request Form for themselves, as well as their spouses and dependents.

The following guidelines will facilitate the processing and approval of the tuition remission benefit for UMCP employees.

General Tuition Remission Guidelines:

Eligible employees must contact their departments to request the preparation of the appropriate Request for Tuition Remission form (i.e., TR-Elf or paper form). To be eligible for this benefit and receive in-state tuition status, a regular employee must be on the active payroll and have an appointment of 50% FTE or greater. The employee must have an active, approved appointment in PHR with a start date no later than August 31st, 2012, in order for the employee to be eligible for tuition remission for the Fall Semester. The completed tuition remission form, with the appropriate departmental approval(s), should be submitted to the UHR Office of Employee Benefits in 1101 Chesapeake Building, for final review and approval.
The Office of Employee Benefits will accept tuition remission requests until Friday, October 14th, 2012. **This is the absolute deadline.** In order to avoid late fees and cancellation of classes for non-payment of tuition and fees, all applicable fees must be paid in full and the tuition remission form completed and approved by the dates, as follows:

<table>
<thead>
<tr>
<th>If registered for Fall 2012:</th>
<th>Payment is due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>By July 25, 2012</td>
<td>August 20, 2012</td>
</tr>
</tbody>
</table>

**Tuition Remission Eligibility for Fall, 2012**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Eligibility (MAX)</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Assistant (Full-time, 20-hr, 50% FTE)</td>
<td>10 credits</td>
<td>UMEI courses and Consortium Courses are not covered under tuition remission</td>
</tr>
<tr>
<td>Graduate Assistant (Part-time, 10-hr, 25% FTE)</td>
<td>5 credits</td>
<td>UMEI courses and Consortium Courses are not covered under tuition remission</td>
</tr>
<tr>
<td>Regular Faculty/Staff (remission is pro-rated to employee’s % FTE on payroll; must have FTE&gt;50%)</td>
<td>8 credits</td>
<td>Employees will be taxed on graduate tuition remission exceeding $5,250 in a calendar year</td>
</tr>
<tr>
<td>Spouse/Dependents</td>
<td>Unlimited</td>
<td>Employees will be taxed on the entire graduate tuition remission in a calendar year</td>
</tr>
<tr>
<td>Contingent II</td>
<td>Stated in the contract</td>
<td>See USM Policy VII-1.40, Policy on Contingent Employment</td>
</tr>
<tr>
<td>Contingent I</td>
<td>Not eligible</td>
<td></td>
</tr>
</tbody>
</table>

**Spouse and Dependent Children Tuition Remission:**

The amount and level of tuition remission is based on the employee’s original date of hire:

- **For employees hired prior to January 1, 1990,** spouse and dependent children are eligible for 100% tuition remission at the undergraduate and graduate level at any USM institution, pro-rated to the employee’s FTE.
- **For employees hired on or after January 1, 1990,** spouse and dependent children are eligible for 100% tuition remission for the first undergraduate degree at the employee’s **home institution** only, pro-rated to the employee’s FTE.
- **For employees hired on or after January 1, 1992,** spouse and dependent children are eligible for 100% tuition remission for the first undergraduate degree at the
employee’s home institution, pro-rated to the employee’s FTE, only after the employee has completed two years of service within USM. The employee must reach their two years of service prior to August 31st, 2012 to be eligible for tuition remission for the Fall Term, 2012.

Details pertaining to this may be found on the University Human Resources website at www.uhr.umd.edu. Eligible employees with spouse/dependent children should complete and forward the TR-Elf form to their designated departmental tuition remission approver or department head. The Department of University Human Resources must receive the TR-Elf or paper form before Monday, October 15th, 2012.

**Other Important Notes:**

**Graduate Level Programs**

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. Programs such as the Full and Part-time MBA, Accelerated MBA, Executive MBA, Executive Masters in Public Management, Full and Part-time Doctorate and MS in Public Policy, Part-time Professional Masters in Engineering, Part-time Distance Learning Engineering, Office of Extended Studies Professional Programs, Masters of Real Estate Development, Part-time Masters in Telecommunications, and Part-time Masters in Engineering and Public Policy have higher credit hour rates or flat fee pricing. Enrollees in these 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, summer sessions or winter term.

**Mandatory Fees**

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

**Bursar Regulations with Drop/Add**

Any recipient of tuition remission who drops a course on or after the first day of classes for the Fall, 2012 term will lose their tuition remission credit for that class and may be charged for part or all of the tuition costs for that class. For Graduate Assistants in this situation, please contact Graduate Enrollment Management Services at extension 5-0376 to file a retroactive drop date change request form to avoid being charged for the dropped class. For all other recipients, they may file an appeal with the Registrar’s Office at extension 4-8219. Appeals are dealt with on a case-by-case basis.

Should you have any questions pertaining to the tuition remission benefit, please contact Monica Gonsalves at (301) 405-5659.

DRR:mg

cc: Departmental Tuition Remission Coordinators
    PHR Service Center