USM TUITION REMISSION–DEADLINES AND RESTRICTIONS CHART FOR SPRING SEMESTER 2017 – 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)** – (Rev.)

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	**January 27, 2017** (Late letter required after deadline.)	Available
Coppin State University (CSU)	No limitations	8 credits	No limits	Open	**January 20, 2017** **Separate form for each session.** **(Late letter** required after deadline.)	Available
Frostburg State University (FSU)	Self-support programs and courses; study abroad programs are excluded	8 credits	No limits	Open	**Spring: Last day of Free/Drop Add- 01/29/2017 (Late letter required after deadline.)**	Available
Salisbury University (SU)	Self-support programs and courses; study abroad programs are excluded.	8 credits	No limits	Open	**January 31, 2016** (Late letter required after deadline.)	Available
Towson University (TU)	Exclusions: all self-support programs, such as Computer Certification courses, College of ED closed contact courses, & Towson Learning Network, etc.; all noncredit courses; one-to-one courses such as advanced studio and private lessons, ,etc.; courses offered during minimesters; study abroad programs except for Towson University Exchanges.	8 credits	15 credits: a surcharge applies if enrolled in excess of 15	Open	**Spring 2017 forms accepted through 1/11/17. A Late letter is required for forms received after that date. Fees must be paid by the deadline date established by the TU Bursar's office or a late fee may be assessed anT/or classes cancelled.**	Not available
University of Baltimore (UB)	All self-support and noncredit courses and study abroad programs are excluded.	8 credits	No limits	Open	**January 29, 2016** (Late letter required after deadline.)	Winter minimester available to eligible UB faculty, staff, spouse, and dependents only.
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	**Spring January 25, 2017** (Late letter required after deadline.)	Available where applicable
Univ. of MD Baltimore County (UMBC)	All noncredit programs and Computer Certificate Programs offered through Division of 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.	**January 15, 2017** (Late letter required after deadline.) .	Available
Univ. of MD, College Park (UMCP)	Intermedial math and UM English Inst courses **excluded**. All graduate programs reimbursed at standard graduate tuition rate of $651 per credit with cost difference, if any, billed to student. Please visit: http://bursar.umd.edu/t_grd1415.php#non_standard for graduate programs with non-standard tuition and fees. Consortium courses not covered.	8 credits	No limits	Winter and Spring 2017 11/07/2016	**Spring deadline February 20, 2017** (Late letter required after deadline.)	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	**March 10, 2017** (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	**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 are not eligible. ***See full policy on website noted in footnote.**	8 credits	No credit limits for Dependents of employees.	Open	(Late letter required after deadline) Students must have a method of payment by 12/19/2016 or classes will be dropped.	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 are not eligible. ***See full policy on website noted in footnote.**	8 credits	No limits	Open	**MSU accepts TR request for the entire semester until the last day 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 **are not** eligible. Graduate courses **are not** available for dependents. ***Reciprocity for UMB, UB, UMCES, and USMO has been amended. Please consult with your HR Office.*** ***See full policy on website noted in footnote.**	8 credits	4yrs full-time; total maximum of 8 fulltime Fall/Summer and/or Spring semesters**,** including semesters when students registered but withdrew or did not attend.	Open	**Upon Registration** (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/HumResFF.html; scroll to" Links to Further HR Information, Policies, and Programs" and then scroll to the Tuition Remission section; then select "Tuition Remission Tax Chart".

- St. Mary's College of MD (SMCM) Website: http://www.smcm.edu/hr/wp-content/uploads/sites/43/2015/10/tuition-benefit.pdf
- Morgan State University (MSU) Website: http://www.morgan.edu/Documents/ADMINISTRATION/Human%20Resources/TuitionWaiverPolicy872012.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 Anna Rutah, 410-462-8490 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.