



UNIVERSITY HUMAN RESOURCES

EMPLOYEE BENEFITS

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Tuition Remission Guidelines for Winter and Spring 2025

The Department of University Human Resources (UHR) Office of Employee Benefits is now accepting tuition remission applications for the **Winter semester (starting January 2, 2025)** and **Spring semester (starting January 27, 2025)**. Applications for the Spring semester submitted after **February 28, 2025**, will require a late letter.

Important: The University of Maryland College Park will begin using its newly implemented Workday system for HR and Finance on November 15, 2024. UMCP Tuition Remission Applications submitted between October 29, 2024 - November 18, 2024 in the USM portal will be held and processed after November 18th. Applicants may state "rejected" in the status. This can be ignored until after November 18th. If you have questions after November 18th, please submit a case to [AskHR.umd.edu](https://askhr.umd.edu)

Employee Tuition Remission Applications

Active faculty and staff employees must use the **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 are no longer accepted for Active employees of USM institutions.**

To access the online **USM Tuition Remission Application Portal**, please go to <https://uhr.umd.edu/benefits-and-wellness/tuition-remission>.

Employees must have an active, approved appointment in Workday with a start date no later than January 2, 2025 for Winter and January 27, 2025 for Spring Semester in order for the employee to be eligible for tuition remission.

Full-Time Employees (100%):

- Winter 2025: 4 credit hours (3-week term) or 6 credit hours (12-week term)
- Spring 2025: 8 total credit hours

Regular Status Part-Time Employees (50% or more):

- Credit hours above are prorated according to FTE

Retirees

New! Retirees can now submit online Tuition Remission applications and no longer have to submit paper forms. Retirees can visit the [UHR website](#) and click on [Retirees Apply Now](#). Please review the [How To Access the System Manual for Retirees](#) for detailed login instructions.

Reciprocal Institution Instructions

Employees/dependents who attend Baltimore City Community College (BCCC), and St. Mary's College of Maryland (SMCM) **must submit paper forms**. These forms are available on the the [UHR website](#), where they can also be submitted through the **Submit Paper Form** link.

Morgan State University (MSU) employees can now apply online.

Spouse/Dependent Children Tuition Remission

Eligible spouses and dependent children will be entitled to registered credits based on the guidelines and percentages outlined below for Spring 2025 and a maximum of 4 credits for Winter 2025.

Hired Before January 1, 1990:

- o The Spouses and Dependent Children in this category may register for courses at any of the institutions of the USM, with 100% tuition remitted at both the undergraduate and graduate level.
- o Please see the [tax chart](#) for details on how taxes may apply. You must carefully select your tax status in the USM portal at the time of application.
- o If your student has a graduate assistantship, only one benefit can apply for the student. The student will either use tuition remission or the assistantship, but cannot combine benefits.

Hired On or after January 1, 1990: the Employee must have completed two years of employment. The two-year anniversary must be reached **prior to the start of the term** or semester. Upon reaching eligibility, the following guidelines apply:

- o Spouses and dependent children of employees or retirees of UMD may receive full tuition remission of one hundred percent (100%) on courses toward a first undergraduate degree at the institution where the spouse or parent is employed ("home institution").
- o Such spouses and dependent children may attend another USM institution to which the student has been accepted with 50% tuition remission. The remaining 50% of tuition cost is the responsibility of the individual student.
- o Percentages of Tuition Remission will be prorated based on the FTE of the employee.
- o Tuition remission shall not be available to the spouses of employees and retirees attending Baltimore City Community College, St. Mary's College of Maryland, and Morgan State University.
- o If parents are both eligible as USM employees, the enrolled students may only use the tuition benefits of one parent. Tuition Remission benefits cannot be combined for the benefit of one student.

Dual Degree Seeking Undergraduates, Post 1990

- o For employees hired on or after January 1, 1990: Eligible dependent children pursuing two degrees at the same time, will receive TR for credits toward both

degrees. Please refer to the UMD's Academic Catalog [Degree Information page](#) and see details under "Second Degrees Taken Simultaneously". Please note, this does not apply to multiple degrees or courses being taken after a dependent has received their 1st degree.

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 charge that will be covered by tuition remission for College Park employees, spouses, and eligible dependent children.

New! The Smith School of Business and Management has a Flat rate EMBA program. Tuition remission will only be granted for a maximum of 8 credits per term in the fall, spring, summer, and 4 credits in the winter for eligible employees. Tuition Remission will be at the standard in-state graduate student rate per credit hour. Tuition remission will only be granted in the semester in which the courses are taken. Students must apply through the USM portal each semester.

Graduate Assistants (GAs)

Graduate Assistants with an **active** Workday appointment during Spring 2025 who enroll in College Park classes will automatically receive "Tuition Assistance" (also referred to as "Tuition Remission" for GAs), provided they are **registered for courses AND the Graduate Assistantship appointment began within 30 calendar days of the start of the Spring 2025 semester. GAs enrolled in Winter 2025 courses must have an appointment start date prior to the first day of Winter 2025 semester to be eligible for tuition assistance.** Please see the appointment [guidelines here](#). Tuition Assistance for GAs is automatically applied to the Graduate Assistant student account and does not require the GA to submit an application. GAs should please wait up to 4 weeks for tuition remission to apply to the account before inquiring.

Full-time graduate assistants (50%) are entitled to a maximum of 10 credits of tuition assistance for the Spring 2025 semester and a maximum of 4 credits of tuition assistance for the Winter 2025 term. Part-time graduate assistants (25%) are entitled to a maximum of 5 credits of tuition assistance for Spring 2025 semester and 2 credits of tuition assistance for the Winter 2025 term. Enrollment in PhD Candidacy (899) course during spring semester accounts for 6 credits of tuition assistance. Full-time GAs taking an 899 course will have tuition assistance applied first to the 899 course at the in-state candidacy tuition flat rate and any remaining tuition assistance can be applied to additional credits. A half-time GA will receive the tuition assistance in full for 899 but will not have any remaining tuition assistance to be applied for any additional credits.

GA's should closely review the updated **Tuition Assistance FAQs and General Info for Graduate Assistants:** [Graduate Assistant Tuition Remission FAQ's and General Information.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 are 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
• JPSM
• Office of Advanced Engineering Education
• Extended Studies - Professional Programs
• Real Estate Development
• Robert H. Smith School of Business
• School of Public Health
• School of Public Policy
• START
• Telecommunications

Tuition Remission Eligibility for Winter & Spring 2025:

Applicant	Winter Eligibility	Spring Eligibility (MAX)	Special Notes
Graduate Assistant (Full-time, 20-hr, 50% FTE)	4 Credits *12-week programs (credits may differ)	10 credits	The following are not covered under Tuition Remission: <ul style="list-style-type: none"> • UMEI courses. • Math 0XX-Intermedial Mathematics Courses. • Any course that is below the 100-level course number
Graduate Assistant (Part-time, 10-hr, 25% FTE)	2 Credits	5 credits	The following are not covered under Tuition Remission: <ul style="list-style-type: none"> • UMEI courses. • Math 0XX-Intermedial Mathematics Courses. • Any course that is below the 100-level course number
Regular Faculty/Staff (remission is pro-rated to employee's % FTE on payroll; must have FTE>50%)	4 Credits (3-week Winter Term) 6 Credits (12-week Winter Term)	8 credits, prorated by FTE	Employees will be taxed on graduate tuition remission exceeding \$5,250 in a calendar year Exceptions with Supervisor's certification from the Department Head (Certification Form)
Spouse/Dependents	4 Credits (3-week Winter Term) 6 Credits (12-week Winter Term)	Unlimited	Employees will be taxed on the entire graduate tuition remission in a calendar year
Contingent II	4 Credits (3-week Winter Term) 6 Credits (12-week Winter Term)	8 credits, prorated by FTE	See USM Policy VII-1.40, Policy on Contingent Employment *Eligible at UMCP and UMGC only
Contingent I	Not Eligible	Not eligible	

Please see registration dates/deadlines: <https://www.registrar.umd.edu/calendars>

General Information

Employees, spouses, dependent children, and graduate assistants are responsible for paying all assessed university charges not covered by an approved tuition benefit. This 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 Workday will have the tuition assistance benefit post to the student account approximately 4 weeks from the time the first term eBill is generated. Graduate Assistants must pay the fee portion of their bill by the bill due date. [Please review FAQs here.](#)
- **Employees/Dependents of Employees** must first register for classes, then submit a Tuition Remission form/application through the USM Tuition Remission Portal. Once the form/application has been submitted and approved, the remission benefit will post to the student account approximately 4 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 have 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. Programs include the following:

- UMEI courses
- Math 0XX-Intermedial Mathematics Courses
- Any course that is below the 100-level course number

Tuition Remission Questions

[Visit AskHR](#) for knowledge articles related to tuition remission. You can **search for an answer** and/or **open a case** with HR if you don't see an answer to your question.