

March 26, 2008

## **Tuition Remission Guidelines for Eligible Employees and Graduate Assistants Summer Sessions 2008 College Park Campus**

The University Human Resources Department will begin accepting tuition remission request forms for the 2008 Summer Sessions on April 2nd. **If the applicant is requesting tuition remission for both summer sessions, TWO separate TR-Elf forms must be completed.**

TR-Elf will be utilized for applicants attending the UMCP campus only. If the applicant is attending another USM institution, such as UMUC, the USM Tuition Remission Paper Request must be completed. Access to both forms is available at [www.uhr.umd.edu/benefits](http://www.uhr.umd.edu/benefits) under "Forms." Additional materials, including the TR-Elf Manual and Tip Sheets are also available at our website, and from designated departmental TR-Elf approvers.

The following are instructions to facilitate the approval and processing of the required forms. **PLEASE NOTE:** These guidelines do NOT include any person employed by The Office of Extended Studies. There are separate guidelines for tuition remission for The Office of Extended Studies (see attached).

Listed below are the final dates the University Human Resources Department will accept Tuition Remission forms for courses taken at the College Park Campus:

**Summer Session I – June 6  
Summer Session II – July 18**

*Forms received after the deadline will not be processed.*

**\*\*PLEASE TRY TO SUBMIT YOUR FORMS BEFORE THE PAYMENT DUE DATE INDICATED ON THE STUDENT INVOICE ISSUED BY THE OFFICE OF THE BURSAR TO AVOID LATE FEES AND/OR CANCELLATION OF COURSE(S). CHECK THE SUMMER SCHOOL CLASS SCHEDULE FOR PAYMENT DUE DATES.**

### **Employee Tuition Remission**

- **Full-Time Employees (100%):** six total credit hours, which may be taken in either Summer Session or distributed over both sessions.
- **Regular Status Part-Time Employees (50% or more):** three credit hours, which may be taken in either Summer Session or distributed over both sessions.

## **Twelve Month Graduate Assistants Tuition Remission**

- **Full-Time GA's (20 hours per week):** four total credit hours, which may be taken in either Summer Session or distributed over both sessions.
- **Part-Time GA's (10 hours per week):** two credit hours, which may be taken in either Summer Session or distributed over both sessions

Employees And Graduate Assistants must complete a separate TR-Elf form for each session that they plan to attend. The approved form(s) must be submitted to Monica Gonsalves by the designated departmental TR-Elf approver by the deadline dates stipulated above.

## **Spouse/Dependent Children Tuition Remission**

Eligible spouse and dependent children will be entitled to Tuition Remission for 4 credits total for the entire summer sessions, with respect to the guidelines below.

### ***For employees hired:***

- Before January 1, 1990-the entitlement is for undergraduate or graduate courses at any USM institution.
- On or after January 1, 1990 the entitlement is for undergraduate courses and is limited to employee's home institution only.
- On or after July 1, 1992 the entitlement is for undergraduate courses at the employee's home institution when the employee has completed two years of employment. The two year anniversary must be reached prior to the start of the summer session.

**Prior to registration,** eligible employees with spouse/dependent children should complete their TR-Elf form and obtain the approval from the designated departmental TR-Elf approver. The approved form must then be forwarded to Monica Gonsalves by the designated departmental TR-Elf approver for final approval before the specified deadline dates (see Page1).

## **Tuition Remission Forms for other USM Institutions**

Each USM Institution has their own individual set of policies and procedures for the tuition remission benefit. Before submitting a tuition remission request for another USM institution, the applicant should contact the USM institution s/he wishes to attend to verify acceptance of summer session 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 USM Tuition Remission Request Form to the College Park Office of Employee Benefits once the departmental approval has been issued. The applicant must indicate on the form the campus s/he will be attending. An approved copy will be returned to the employees for the use at registration.

## **Programs Excluded from the Tuition Remission Benefit**

Certain programs offered at UMCP are excluded from the tuition remission benefit. Such programs include the following:

- UMEI courses
- Math 0XX-Intermedial Mathematics Courses

**Any further questions or concerns pertaining to Summer Session Tuition Remission should be directed to Monica Gonsalves at 301-405-5659**

**OFFICE OF EXTENDED STUDIES (OES)  
SUMMER TERM FACULTY AND GRADUATE ASSISTANT  
TUITION REMISSION ENTITLEMENTS**

OES is only responsible for tuition remission for persons who are directly on the OES payroll. Individuals in this category must submit an electronic tuition remission request via the ELF to Alka Soni or Marianne Wenger.

UM employees **not** on the OES payroll submit their summer tuition remission requests for approval and payment to their own departments. Please note that there is no provision for remission of Summer Term tuition for faculty and staff who are employed on a temporary basis during the academic year.

The appointee's status during the 9-month academic period preceding the Summer Term for which tuition remission is requested determines eligibility. The appointee must have been employed for both of the preceding fall and spring semesters. If OES is to grant tuition remission, the prior 9-month appointment must be on a permanent basis. Faculty with 9-month appointments in the academic period preceding Summer Term with category 37 ARS appointments, Faculty Non-Tenured, Non-Regular, Term Contract (no benefits), are **not** eligible for tuition remission.

TABLE OF ENTITLEMENTS

<u>Position</u>	<u>Fall &amp; Spring Employment</u>	<u>Summer Employment</u>	<u>Total Tuition Remission</u>	
(1)				
GA	Less than 50%	Part- or Full-time	0	
GA	50% (Full-time)	Full-time	4	
GA	50% (Full-time)	Part-time	1-3	(2)
Summer Only Lecturer	N/A	1-6 hours	0	(3)
Faculty	Less than 100%	1-6 hours	3	
Faculty	100%	1-6 hours	6	

(1) Total credit eligibility for the entire Summer Term, not each session. Graduate assistants may use their credits in any summer session regardless of the session in which the appointment occurs.

(2) When multiple graduate assistants are assigned to one course, the tuition remission for each of the graduate assistants is pro-rated based on the percentage of that graduate assistant's contribution to the course.

(3) A graduate assistant who is appointed as a summer only lecturer is ineligible for remission of tuition.

When preparing the electronic tuition remission form, please be sure to specify the applicable summer session. A separate electronic form must be completed for each summer session. Submit all forms to OES by **June 2, 2008**, for Summer Sessions I, I-A, and I-B and by **July 14, 2008**, for Summer Sessions II, II-C, and II-D. **If forms are not submitted by the deadline dates, tuition remission will not be granted.** A tip sheet for the electronic form for faculty and graduate assistants may be found at [www.uhr.umd.edu](http://www.uhr.umd.edu). If you have questions, please call Alka Soni at (301) 405-9943 or Marianne Wenger at (301) 405-8240.

**OES does not process forms for tuition remission for spouses and dependents. For further information, contact the University Human Resources office at (301) 405-5659.**