



Procedure for Tuition Reimbursement Requests for Non – USM Institutions

USG Procedure | Approved by Chief Operating Officer on December 6, 2018

I. Purpose and Applicability

The purpose of this process is to provide clarity in the reimbursement of tuition for courses offered at non-USM institutions. The University extends the benefits of tuition reimbursement to employees who seek to further their educational goals at a non-USM institution. The policy on tuition reimbursement can be found at USM Bylaws, Policies and Procedures of the Board of Regents VII-4.10, section IV.

II. Definitions

- A. *Regular Employee*: a person employed by USM or a USM institution who is assigned to a State budget line or who is otherwise eligible to enroll in a State retirement system. Examples of categories NOT considered regular employees are graduate students, contingent employees, and independent contractors.
- B. *COO*: Chief Operating Officer
- C. *CFO*: Chief Financial Officer
- D. *UHR*: University Human Resources (College Park)
- E. *AP*: Accounts Payable (College Park)
- F. *CPB*: Central Payroll Bureau

II. Procedure

- A. Employee seeks approval from their Department Head and Division Chief to enroll in a course offered at a non-USM institution.

The employee's Department Head and Division Chief:

- Determines a specific course is job-related and will contribute to the employee's job performance;
- Confirms that the course is not available at any USM or reciprocal institution
- Confirms operations and resources permit the employee's enrollment in and reimbursement for the course.

- B. Once approved by the Department Head and the Division Chief, a letter requesting approval for reimbursement is forwarded to the USG Chief Operating Officer/CFO for final approval. The Chief Operating Officer/CFO forwards to the Assistant VP of University Human Resources (UMCP). This approval must be obtained prior to the first class

meeting. Advance approval from the AVP is required in order for the employee to receive reimbursement for the course.

- C.** Employee enrolls for course(s) and pays all applicable tuition.
- D.** Upon successful completion of the course, the employee shall submit a request for reimbursement, documenting the tuition amount to be reimbursed and the employee's receipt of a grade of "C" or better in the course (transcript). The employee provides a copy of the payment form (credit card or check payment), a copy of W9 form, and a copy of the approval letter (with AVP signature) to the USG Business Office.
- E.** The USG Business Office creates a Disbursement Voucher which is forwarded to Accounts Payable to then be routed the Comptroller's Office (Annapolis).
- F.** The employee receives a check. Payment will be issued in a payment (check) mailed directly to the employee. Employee should expect the check in approximately thirty days.