The Universities
AT SHADY GROVE

To:	USG Staff
From:	Office of Human Resources
Date:	November 04, 2019
Subject:	New Tuition Remission Portal

Starting today, **November 4, 2019**, the new USM Tuition Remission Application Portal will replace the UMD TR-ELF system currently used for UMD students, and the paper forms currently used for students of other USG institutions. TR-ELF will be disabled and no paper forms will be accepted for submittal to other USM institutions as of **November 1, 2019**.

The portal is active only for the Winter term 2020. On December 2, 2020, Spring 2020 will be available for portal applications.

University of Maryland retirees, and employees applying for tuition remission benefits for students at Morgan State University, Baltimore City Community College, or St. Mary's College of Maryland will continue to use paper forms. Graduate Assistants will not use the new portal. The automation process for them will remain the same as it has been.

For employee to login to the portal, they will click on Apply Now button and use their University login ID and password. To continue they should select the UMD logo, then start a new application, then the logo of the institution will pre-load, like the former TR-ELF system, then continue completing the rest of the application. It is similar to the TR-ELF application process.

Please visit the UHR website for more information on tuition remission.

Should you have any questions or concerns, please contact the Office of Human Resources.