



# The Universities

AT SHADY GROVE

## MEMORANDUM

To: Regular and Contingent II Staff  
From: Office of Human Resources  
Date: July 11, 2018  
Subject: Tuition Remission Guidelines for the Fall 2018 Semester

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The tuition remission guidelines for the Fall 2018 semester are attached below. Please submit your forms promptly to the Office of Human Resources. In an effort to ensure that your forms are processed timely, we request that you submit your forms by **July 31, 2018**.

### **Instructions for Regular Staff:**

- University of Maryland College Park (UMCP) forms are submitted online via the [ARES website](#).
- Forms for other USM institutions such as University of Maryland, Baltimore County, Towson University, and the University of Baltimore and the remaining institutions are submitted [manually](#).

### **Instructions for Regular Staff requesting Tuition Remission for Spouse/ Dependent:**

- To be eligible for spouse or dependent tuition remission, please ensure you have completed at least two years of employment with USM. Please refer to the attached tuition remission guidelines for further details;
- Your spouse or dependent can only qualify if the tuition remission request is for the first undergraduate degree;
- Full tuition remission benefits are only available if your spouse or dependent enrolls at UMCP. For further details, please refer to USM Policies and Procedures, Policy VII – 4.20 (see attachment);
- Your dependent or spouse may only be eligible to receive 50% tuition remission if the request is to attend another USM institution;

### **Instructions for Contingent II Staff:**

- You may only enroll at UMCP or UMUC;
- Forms for UMCP are completed online via ARES;
- Forms for UMUC are completed and submitted manually.

Please contact the Office of Human Resources if you have any further questions.