



Memorandum

To: USG Staff
From: Office of Human Resources
Date: July 17, 2020
Subject: Tuition Remission for the Fall 2020 semester

The tuition remission guidelines for the Fall 2020 semester are attached below. In an effort to ensure that your forms are processed timely, we request that you submit your forms before August 5, 2020.

Instructions for Regular Staff

Please use the [USM tuition remission application portal](#) to submit your forms.

Please note employees enrolled at Morgan State University, Baltimore City Community College, or St. Mary's College will need to complete the paper forms.

Instructions for Regular Staff requesting Tuition Remission for Spouse or Dependent:

- To be eligible for spouse or dependent tuition remission, please ensure you have completed at least two years of employment with USM.
- 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. Please review the [tuition remission deadlines, information, and restrictions](#).

Instructions for Contingent II Staff:

- You may only enroll at UMCP or UMUC;
- Please use the [USM tuition remission application portal](#) to submit your forms