USM Tuition Remission

Online portal instructions

Introduction

The University System of Maryland now has an online Tuition Remission process. This new process replaces the paper form that was previously used for submission of Tuition Remission requests.

Logging In
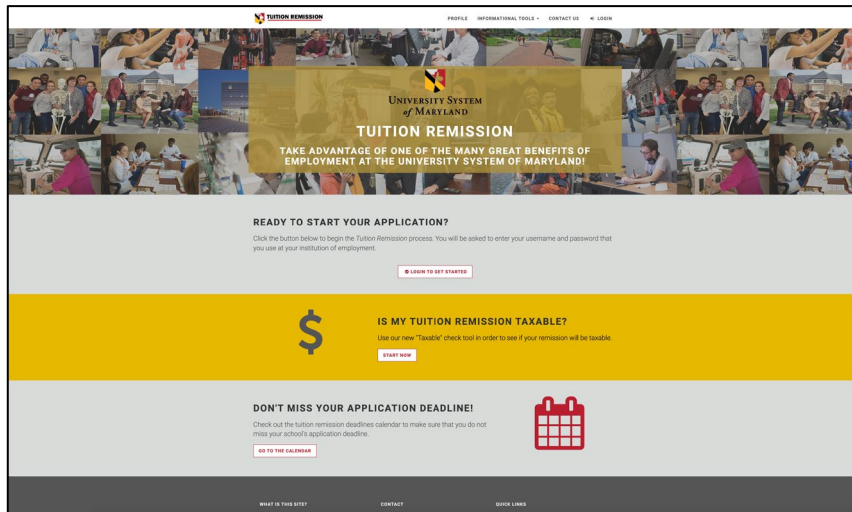
1. From your preferred browser, go to **https://www.usmd.edu/tuition-remission/**

Figure 1

2. Click **LOGIN TO GET STARTED.**

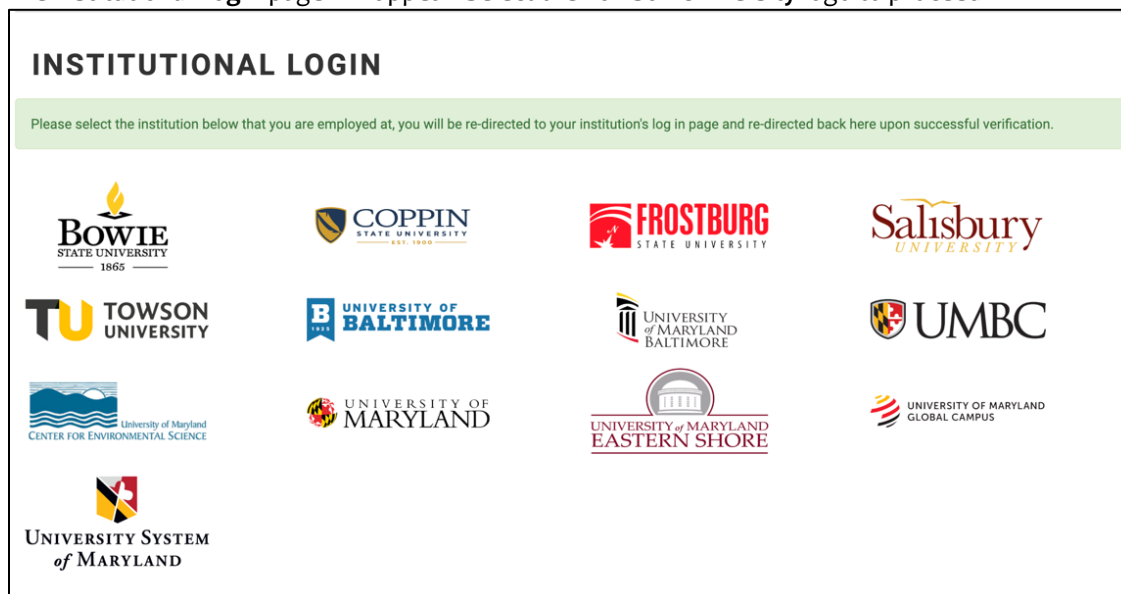3. The **Institutional Login** page will appear. Select the **Towson University** logo to proceed.

Figure 2

TOWSON UNIVERSITY | Office of Technology Services | OTS Training

4. You will be taken to the university login page. Enter your **NetID** and **Password** and click **Login**.

5. Once logged in, you will be brought to the **Welcome** page. Click **Start a New Application** to proceed.
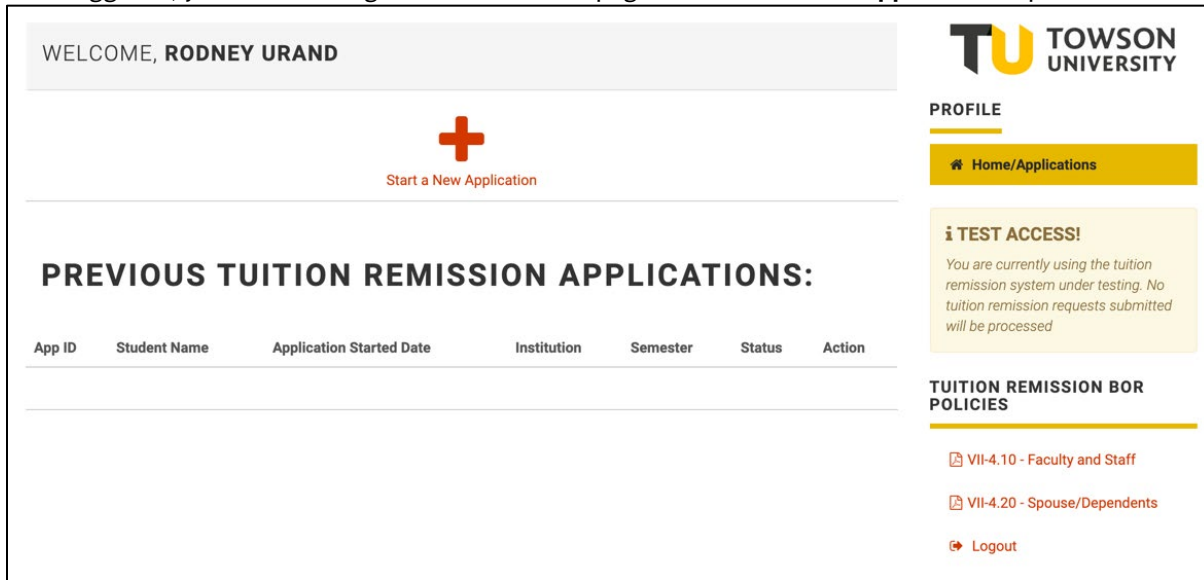

Figure 3

6. Click the logo of the institution where the student is registered. **Note:** Retirees and those applying for tuition remission at Morgan State University, Baltimore City Community College, or St. Mary's College of Maryland will continue to submit the current form to HR via secure file drop, or by dropping off at the HR Office. No other paper forms will be accepted.
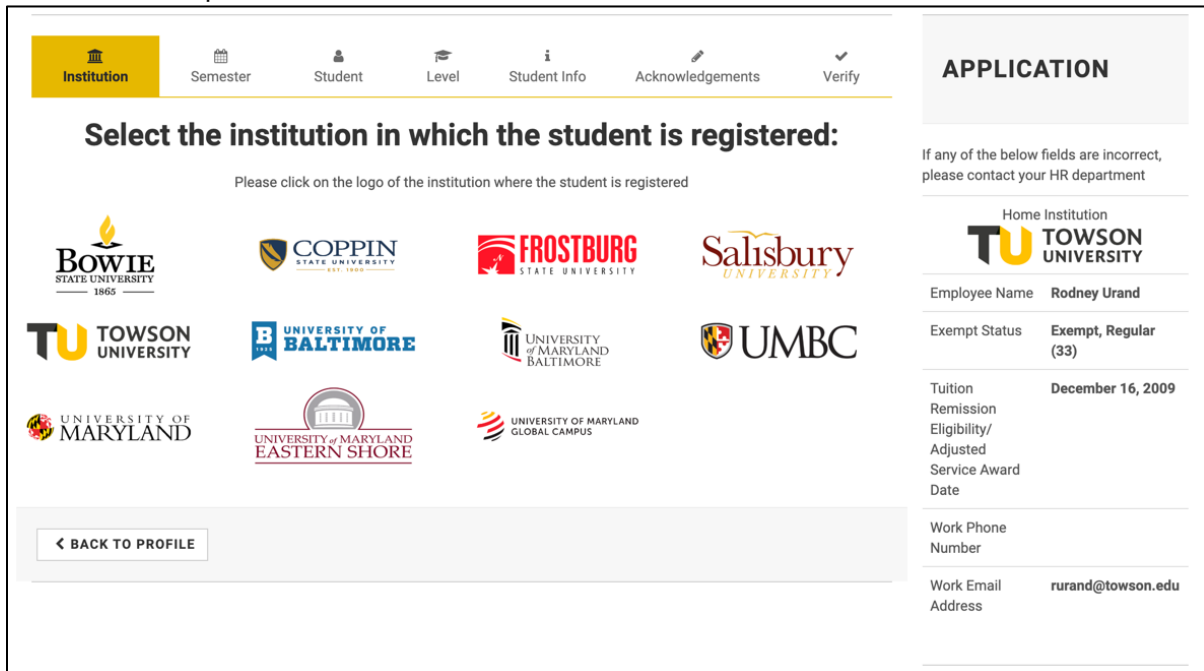
Figure 4

7. Select a semester you wish to receive tuition remission for. **Note:** Only the available semesters will appear.   Each school determines when applications are ready to be collected and the icon will appear when the semester for that school is opened up.

Figure 5

8. Click the corresponding icon for the person who the application is for. In this example, we will select Employee.

Figure 6

9. The **Supervisor Information** screen appears. Enter your Supervisor name and email address then click **SUBMIT SUPERVISOR INFORMATION. Note:** The supervisor info is only needed for employees. Forms for dependents will not need to have supervisor approval. Rules: If the remission is for an employee, supervisor information is asked and checked against the Human Resources database. Supervisor will need to approve only if the work conflicts with the work schedule or, for graduate classes that qualify as "working condition fringe benefit".

Figure 7

10. Enter the **Number of credits taking,** your **Student ID Number** or your **Child/Spouse student id**. and answer the question as to whether your classes conflict with your work schedule. Note: The system only asks for credits taking for employees.

 Figure 8

11. When complete, click **Submit.**