

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/>

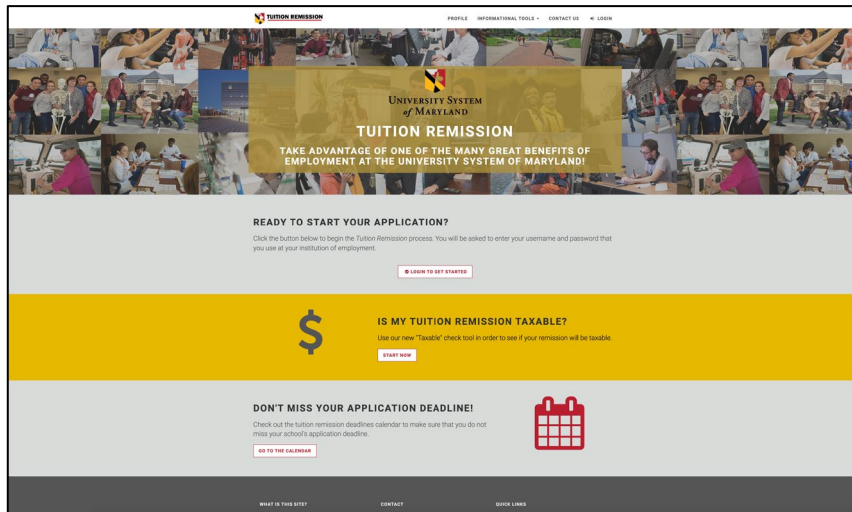


Figure 1

2. Click **LOGIN TO GET STARTED**.
3. The **Institutional Login** page will appear. Select the **Towson University** logo to proceed.

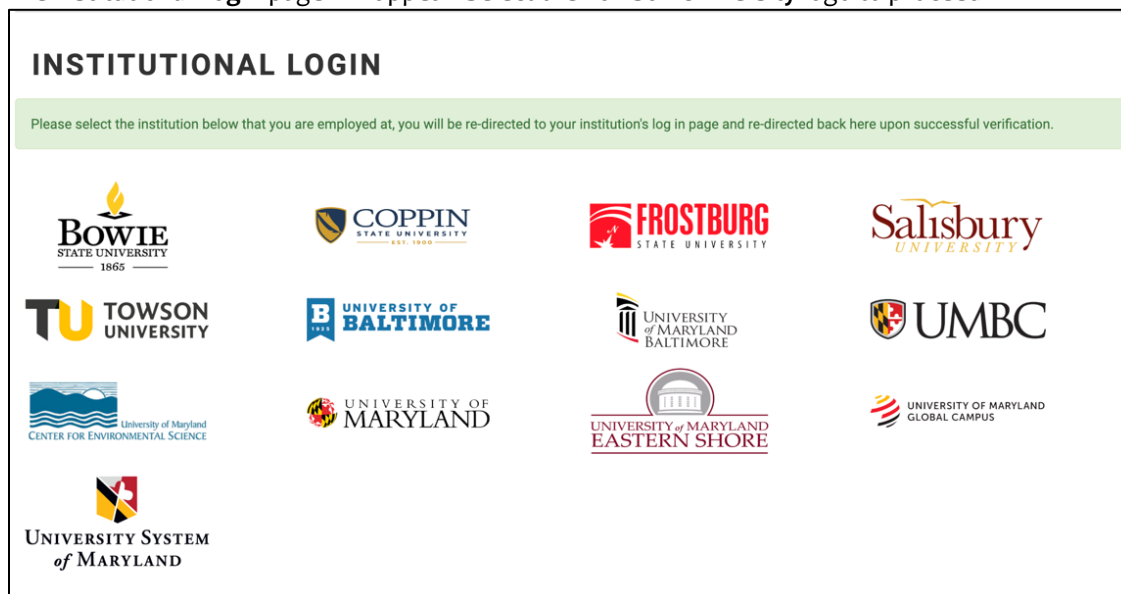


Figure 2

- You will be taken to the university login page. Enter your **NetID** and **Password** and click **Login**.
- Once logged in, you will be brought to the **Welcome** page. Click **Start a New Application** to proceed.

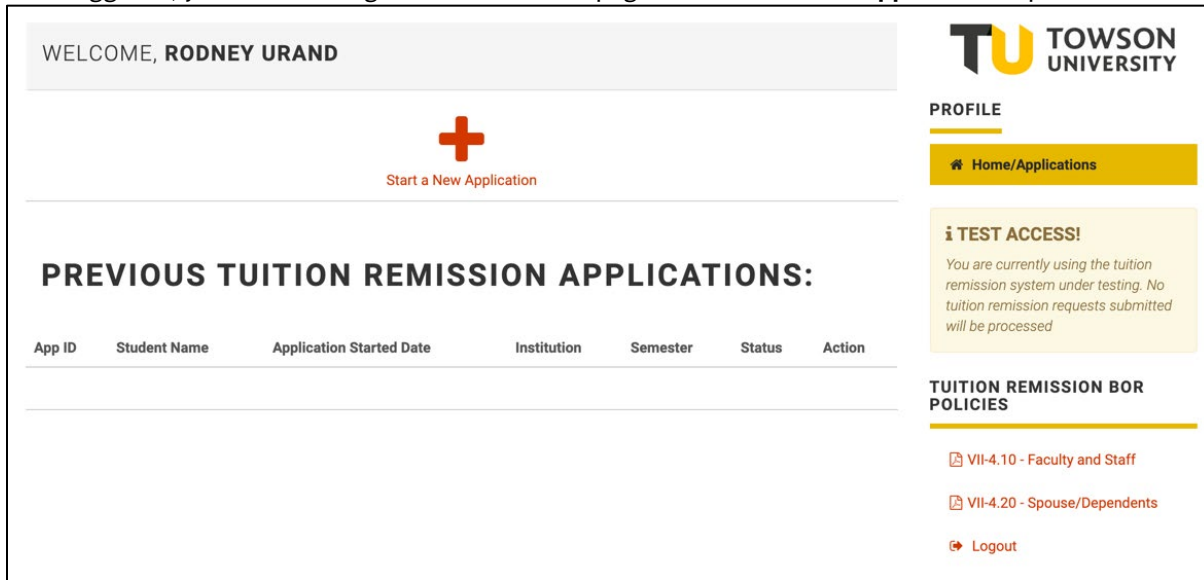


Figure 3

- 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.

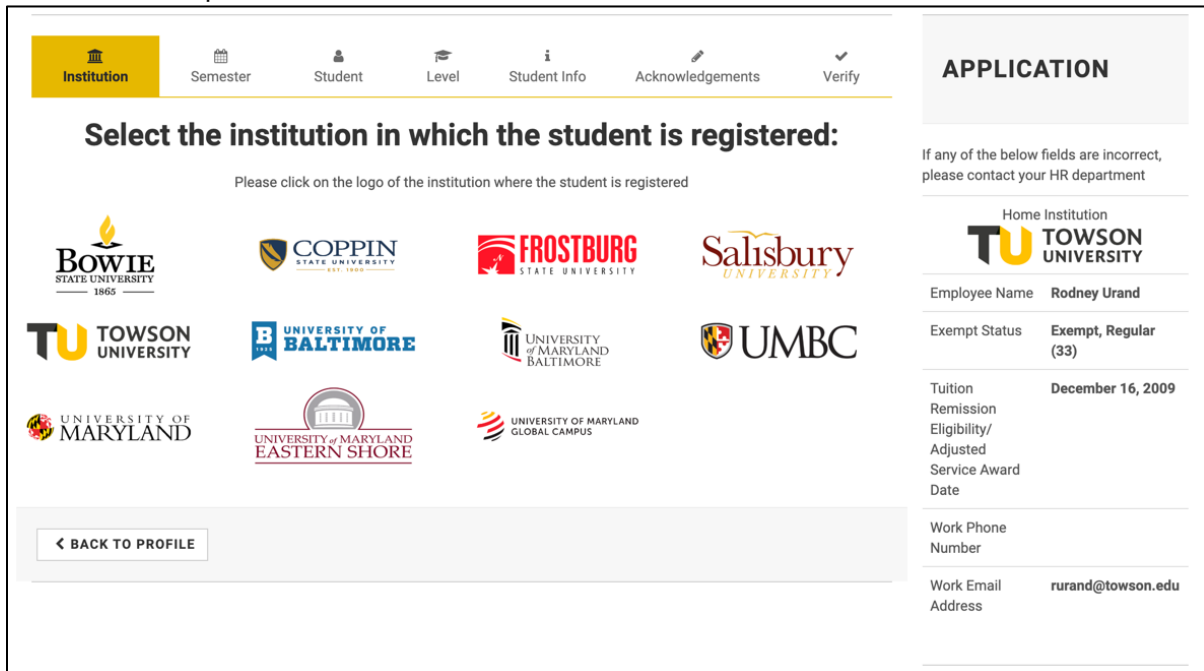



Figure 4


- 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.


Institution
Semester
Student
Level
Student Info
Acknowledgements
Verify


Available Semesters for Tuition Remission at University of Maryland Global Campus




Please click the semester that you would like to receive remission for:


WINTER 2019
The due date to submit an application for this semester is:
11/30/2019


FALL 2019
The due date to submit an application for this semester is:
09/01/2019



SPRING 2020
The due date to submit an application for this semester is:
02/29/2020


WINTER 2020
The due date to submit an application for this semester is:
01/31/2021

← BACK TO SELECT INSTITUTION

APPLICATION

If any of the below fields are incorrect, please contact your HR department



Home Institution

Employee Name	Rodney Urand
Exempt Status	Exempt, Regular (33)
Tuition Remission Eligibility/ Adjusted Service Award Date	December 16, 2009
Work Phone Number	
Work Email Address	urand@towson.edu
Student Institution	University of Maryland Global Campus

Figure 5

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

Who is the Remission For?

Please click on the corresponding icon for the person that this application is for.

Employee **Spouse** **Child/Dependent**

Definitions:

Student Type	Definition as defined by USM BOR Policy
Employee	A Faculty or Staff employee on Regular Status who works in a position that: <ol style="list-style-type: none"> Has been approved through the budgetary and pertinent appointment classification processes; USM Bylaws, Policies and Procedures of the Board of Regents VII - 4.20-2 Is intended to last six months or more regardless of the nature of the source of funds or who has retired from such a position; and Which may be on either a full-time basis or a part-time basis of at least 50%.
Spouse	A person in a legally contracted marriage recognized by the State of Maryland to a USM Employee or Retiree, with the exception of an estranged spouse who maintains a separate domicile.
Child/Dependent	The son/daughter, stepson/stepdaughter or legally adopted son/daughter of a USM Employee or Retiree who: <ol style="list-style-type: none"> Is under the age of 26 prior to the Institution's deadline for registration for courses in the semester or term for which tuition remission has been requested, or, If the child is 26 or older, is claimed as a dependent on the employee's federal income tax return for the year(s) in which tuition remission is granted.

APPLICATION

If any of the below fields are incorrect, please contact your HR department

Home Institution
TU TOWSON UNIVERSITY

Employee Name: Rodney Urand
Exempt Status: Exempt, Regular (33)
Tuition Remission Eligibility/Adjusted Service Award Date: December 16, 2009
Work Phone Number:
Work Email Address: rurand@towson.edu
Student Institution: University of Maryland Global Campus
Semester: Winter 2019

[← BACK TO SELECT SEMESTER](#)

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".

Tuition Remission for Employee

Supervisor Information:

Since you have specified that this tuition remission application is for yourself (the employee), you must enter your supervisor's first name, last name, and email address. Failure to provide the correct information below can be cause for termination of the tuition remission benefit.

Supervisor First name: Cyndi
Supervisor Last name: Caravello
Supervisor email: ccaravello@towson.edu

SUBMIT SUPERVISOR INFORMATION

[← BACK TO SELECT WHO](#)

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.

Institution Semester Student Level **Student Info** Acknowledgements Verify

Student Information at University of Maryland Global Campus

UNIVERSITY OF MARYLAND GLOBAL CAMPUS

Student should be accepted, enrolled and have a student ID # from University of Maryland Global Campus to apply for tuition remission.

Number of credits taking? University of Maryland Global Campus Student ID Number Do your classes conflict with your work schedule?

6.5 0841850 NO

✓ Valid Student ID for UMGC

SUBMIT

! You are eligible for 100% tuition remission (up to the standard rate), because you are applying for your tuition remission for your own education.

← BACK TO SELECT LEVEL

Figure 8

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