



Office of Human Resources

MEMORANDUM

TO: All Faculty and Staff

FROM: Sheila Hobson
Senior Director of Human Resources

DATE: August 18, 2011

SUBJECT: Tuition Remission Policy Changes and Reinforcements

Please be advised, the University System of Maryland Policy VII-4.20-Policy on Tuition Remission for Spouses and Dependent Children of USM Employees and Retirees was amended by the Board of Regents on June 17, 2011. There were a few minor changes to the policy that have a direct effect on employees. The following changes have been made to the tuition remission policy:

- The spouses and dependent children of employees hired after January 1, 1990 may be granted 50% tuition remission, if the spouse or dependent child was not accepted for admission at the home institution after having filed a complete application for admission in compliance with the home institutions application procedures.
- The tuition remission request form has been changed and an affidavit has been added to the form. The form and the affidavit are required to be completed by the employee for tuition remission request for the employee, a spouse or a dependent child.
- The definition of a dependent child has been changed to the following:
Dependent child is the son/daughter, stepson/stepdaughter, or legally adopted son/daughter of a USM Employee or Retiree who:
 - Is under the age of 26 prior to the institutions deadline for registration for courses in the semester or term for which the tuition remission is being requested.
 - Is 26 or older, and is claimed as a dependent on the employee's federal income tax return for the year(s) in which tuition remission is granted.

The above changes are effective immediately. The tuition remission forms have been changed on the Human Resources website; therefore, you are asked to please discard all old tuition remission forms and began using the revised forms. Tuition remission requests submitted on the old forms and without the affidavit will not be processed. Please see our website for FAQ's and the Taxability Chart regarding tuition remission.

Please be reminded of the following for employees hired after January 1, 1990:

- **Dependent children and spouses can only attend Bowie State University to receive 100% tuition remission.**
- **Spouses or dependents may attend another USM institution if their program of study is not offered at or they are denied admissions to Bowie State University. The University will cover 50% of the tuition costs and the student will be responsible for the remainder.**
- **If the program of study is subsequently offered at Bowie State University and the dependent child or spouse has previously received tuition remission for their particular program of study, the University will continue to pay the 50% tuition.**
- **The dependent child or spouse must have continuous enrollment in that program of study each semester. Otherwise, the University will no longer pay 50% of the tuition, and the student will be responsible for 100% of the tuition.**

If you have any further questions regarding tuition remission, please feel free to contact Darnisa Plater at X23452, or via email at dplater@bowiestate.edu .