

FSU Procedures

USM Policy on Tuition Remission and Tuition Reimbursement for Regular and Retired Nonexempt and Exempt Staff and Faculty Employees of the University System of Maryland

(Approved by the USM Board of Regents, January 11, 1990; Amended by the Board on May 31, 1990; Amended by the Board on August 28, 1990; Amended by the Board on August 24, 2001; Amended by the Board on December 7, 2001; Amended by the Board on August 23, 2001; Amended by the Board on December 6, 2002; amended by the Board on June 27, 2003; Amended October 9, 2015)

I. Purpose

Administration of USM Policy VII-4.10 - Policy on Tuition Remission and tuition Reimbursement for Regular and Retired Nonexempt and Exempt Staff and Faculty Employees of the University System of Maryland.

II. Definitions

- A. **Eligible Employee** – “Regular” Nonexempt or Exempt Staff or Faculty employee who works in a position that has been approved through the budgetary and pertinent appointment classification processes and that 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.
- B. **Reciprocal Institutions** – Non-USM Institutions that participate in the USM tuition remission program. They are Morgan State University (MSU), St. Mary’s College of Maryland (SMCM), and Baltimore City Community College (BCCC).
- C. **Retiree** – For purposes of acceptance of tuition remission requests, a “University System of Maryland Retiree” shall have earned at least five years of total service credit at one or more institution(s) of the USM or shall have retired on accidental disability and must be receiving a periodic distribution from the State of Maryland Retirement and Pension System and/or a Maryland Optional Retirement Plan (ORP). Verification of Retiree Status may be obtained by contacting the Human Resources Office of the institution from which the eligible employee has retired.
- D. **Tuition Reimbursement** – Re-paying an eligible employee for certain tuition costs under certain circumstances as described in this policy.
- E. **Tuition Remission** – The waiver of tuition at a USM or reciprocal institution.

III. General Guidelines

The Office of Human Resources (OHR) is designated as administrator of the afore-referenced policy. All questions regarding FSU procedures in regard to the policy should be referred to that office.

IV. Other

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written portions of this procedure.

V. References

USM Policy VII-4.10 – Tuition Remission and Tuition Reimbursement for Regular and Retired Nonexempt and Exempt Staff and Faculty employees of the University System of Maryland.

All policies and procedures are available on:

- FSU Web Page
- USM Web Page