

FSU Procedures
USM Policy on Tuition Remission for Spouse and Dependent Children of USM Employees and Retirees

(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 by the Board on June 17, 2011; Amended by the Board on September 19, 2014)

I. Purpose

Administration of USM Policy VII-4.20 - Policy on Tuition Remission for Spouses and Dependent Children of USM Employees and Retirees.

II. Definitions

A. Dependent Child – The son/daughter, stepson/stepdaughter or legally adopted son/daughter of a USM Employee or Retiree who:

1. 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,
2. If the child is 26 or older, is claimed as dependent on the employee's federal income tax return for the year(s) in which tuition remission is granted.

B. 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.

C. Retiree – A former USM Employee who:

1. Is receiving State of Maryland retirement checks and/or Optional Retirement Plan (ORP) periodic distribution, and
2. Has retired with at least five years of total service credit at one or more USM institution(s) or has retired on accidental disability from a USM institution with less than five years of total service credit.

D. USM Employee – A Faculty or Staff employee on Regular Status who works in a position that:

1. Has been approved through the budgetary and pertinent appointment classification processes;
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
3. Which may be on either a full-time basis or a part-time basis of at least 50%.

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-4.20 – Tuition Remission for Spouses and Dependent Children of Faculty and Staff.

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