

Tuition Remission Quick Reference

Please note that this document is for quick reference only. Please visit the Office of Human Resources website at www.ubalt.edu/hr for additional details including links to the full USM policies.

Employment Date of Employee or Retiree Began on July 1, 1992 or Later

Full-Time Active Employee

- May register for up to 8 credits per semester and receive tuition remission at ANY institution (except St. Mary's College of Maryland) in the System.
- Some schools may limit the number of credits during the summer session.
- The benefit is offered immediately upon hire for you to use at the start of the next semester.

Part-Time Active Employee (50% or more)

- May register and receive tuition remission at ANY institution (except St. Mary's College of Maryland) in the System.
- The amount of tuition remission is based upon the percentage of time worked.

Spouse/Dependent

- Tuition benefits shall be available only after the active full-time or part-time (50%) employee has been in university service for two years prior to the anticipated date of registration for course work.
- If spouse or dependent of full-time employee, you may receive 100% tuition remission for courses toward the first undergraduate degree ONLY.
- Since UB is an upper-level institution*, spouses and dependents shall receive 100% tuition at any institution in the UM System for the freshman and sophomore years ONLY.
- In order for the tuition remission to continue in the junior and senior years, courses must be taken at the University of Baltimore.
- The spouse/dependent child may enroll at another USM institution for the junior and senior years and receive 50% tuition remission. The spouse/dependent is responsible for the remaining 50%.
- Tuition remission will not apply to courses registered for at the graduate or post-baccalaureate level.
- If spouse or dependent of employee who works at least 50%, the benefits are the same as for full-time spouse or dependent, but are prorated according to the percentage of time worked.
- If spouse or dependent of retiree whose employment began on or after 1/1/90, no tuition remission benefits are available.
- Morgan, St. Mary's College of Maryland and Baltimore City Community College are included for employee's dependent child(ren).
- Beginning Fall 2014, dependent children will receive 50% tuition remission at St. Mary's for the freshman through senior years.
- Spouses may not enroll at Morgan, St. Mary's or BCCC.

*University of Baltimore began admitting freshman in 2007. The USM tuition remission policy stated here remains in effect.

Contingent II Employee Hired on or after February 9, 2001

- May register for up to 8 credits per semester and receive tuition remission at the University of Baltimore only.
- The benefit is offered immediately upon hire for you to use at the start of the next semester.
- No tuition remission benefits for spouse or dependents.