

# FAQ's

## Tuition Remission

### **Q: How do I apply for Tuition Remission?**

**A:** The following documents must be completed in order to receive tuition remission at Bowie State University or any other USM Institution:

- USM Request for Tuition Remission
- USM Request for Tuition Remission-Affidavit (A) Taxability for Self, Spouse or Child

Once the request is completed, your department head/director must review and approve the request. The form should then be sent to the Office of Human Resources. The form can be found on our website under benefits forms and there are also copies of the form in the Office of Human Resources

### **Q: Does tuition remission pay for fees?**

**A:** No, tuition remission only covers the tuition, and the student is responsible for the fees.

### **Q: Is tuition remission taxable for employees, dependents and spouses?**

**A:** Yes, the IRS has specific laws regarding the taxability of graduate level tuition remission. Graduate level tuition remission is taxable for the employee, the dependent and the spouse. Undergraduate tuition remission is not taxable as long as the dependent child or same sex spouse is being claimed on the employee's federal income tax return for the year in which the tuition remission is being requested. Please see the Tax Chart-USM Tuition Remission for the specific details regarding the taxability of tuition remission.

### **Q: Can employees take classes during the workday?**

**A:** No, classes should be taken during an employee's normal working hours. Employees who have been given a special exception to take classes during the work day, must receive the approval of their immediate supervisor and department head. The courses taken must be job related and required by management, or must not interfere with the employee's assigned responsibilities, and must not have operational impact.

### **Q: What is the age limit for dependent children?**

**A:** The dependent must be under the age 26 prior to the institutions deadline for registration for courses in the semester or term for which the tuition remission is being requested. The dependent child can be 26 or older if the dependent is claimed as a dependent on the employee's federal tax return for the year(s) in which tuition remission is granted.

### **Q: Can an employee's dependent child or spouse receive tuition remission for a graduate level degree?**

**A:** Yes, if the employee was hired prior to January 1, 1990.

**Q: How many credit hours can be waived for an employee receiving tuition remission?**

A: Employees are eligible to receive tuition remission for up to 8 credits per semester.

**Q: How many credit hours can be waived for a dependent child or spouse receiving tuition remission?**

A: Usually there is no credit limit cap for the spouse or dependent child but some institutions do have credit limitations set for dependent children and spouses. Contact the institution in which your spouse or dependent child wishes to attend for further details.

**Q: When are dependent children and spouses eligible to receive tuition remission?**

A: Dependent children and spouses can receive tuition remission after the employee has been employed for 2 years. Contingent II employees will receive credit for all of their contingent II service. In some cases, contingent I employees may receive credit for their contingent I service.

**Q: Is there a waiting period for employees to receive tuition remission?**

A: No, employees are eligible to receive tuition remission day 1 as long as the deadline for the submission of tuition remission has not passed for the semester in which tuition remission is being requested.

**Q: Are employees only allowed to receive tuition remission at Bowie State University?**

A: Regular PIN employees and Long Term Contractual Faculty members receive 100% tuition remission up to 8 credits per semester at any school in the USM as well as BCCC, St. Mary's College, and Morgan State University. Contingent II employees can only receive 100% tuition remission at BSU. All levels of employees are permitted to take classes on the undergraduate and graduate level.

**Q: Can an employee's spouse or dependent child attend another school other than Bowie State University.**

A: Spouses or dependent children of employees **hired prior to January 1, 1990** may receive 100% tuition remission at any school in the USM as well as BCCC, St. Mary's College, and Morgan State University. Spouses or dependent children of employees **hired after January 1, 1990** may receive 50% tuition remission at any school in the USM as well as BCCC, St. Mary's College, and Morgan State University, only if the program of study is not offered at BSU, or if they were denied admission to Bowie State University after completing an application for admission in compliance with BSU's required application procedures.

**Q: Are all programs at all schools covered by tuition remission?**

A: No, the M.D. and the D.D.S. programs at UMB are not covered. Certain self supported programs and other programs recommended for exemption or limitation by the President of the institution and approved by the Chancellor. Contact the institution in which you, your spouse, or your dependent child wishes to attend for further details.