

# TUITION BENEFITS

[Brochure](#) (PDF)

[Tuition Waiver Policy  
Employee Form  
Dependent Form](#)

[Tuition Exchange Policy  
Tuition Exchange Form](#)

[Tuition Remission Policy  
Tuition Remission Form, Affidavit,  
and Tax Chart](#)

(To view brochure and forms you must have [Adobe Acrobat](#) Reader. Click here to download free [Adobe Acrobat](#).)

## Tuition Waiver Policy For College Employees and Dependents

**Employees:** Fulltime employees who occupy permanent positions are eligible to enroll in a maximum of eight (8) credits per semester at St. Mary's College of Maryland. In certain rare circumstances, with the approval of senior administration, an employee may be allowed to exceed the eight-credit maximum. Employees must be in good financial standing with the College to enroll in course(s). Forms are available through the Business Office and Office of Human Resources. Employees may, with the approval of their supervisor(s), take one (1) course during working hours provided all lost work time is made up within the same work week. Employees who terminate their employment with the College or are terminated, shall be permitted to complete the course(s) for the semester in which they are enrolled provided the course(s) are in progress. All fees and courserelated expenses are the responsibility of the employee.

Applications for waiver support must be complete by the deadlines established by St. Mary's College. Information about deadlines can be obtained from the Office of Human Resources.

Internships, independent studies, studies abroad, field studies, and other special opportunities that bear academic credit are eligible for a tuition waiver only in support of the cost of the academic credits in approved College programs and will count toward the maximum number of semesters a student is eligible for tuition waiver.

A tuition waiver is available to eligible faculty and staff for summer session credit courses taken through the office of continuing education only when the use of the waiver does not result in added expense for the College. Upon registration in summer session, the enrollee(s) must state the intention to use the tuition waiver. Enrollees will be notified by the office of continuing education if the tuition waiver will not be applied. For eligible summer courses, the tuition waiver may be applied toward a maximum of eight (8) credits or two (2) courses each summer.

Noncredit courses are not eligible for tuition waiver.

**Dependent Children and Spouses of Employees:** Dependent children and spouses of fulltime employees hired before December 1, 2001 who occupy permanent positions are eligible for full tuition waiver up to eight (8) fall and/or spring semesters. Dependent children and spouses of full-time employees who are hired into a permanent position after December 1, 2001 are eligible for full tuition waiver up to eight (8) fall and/or spring semesters after the employee has completed two (2) years of continuous employment with St. Mary's College of Maryland.

For purposes of this benefit, dependent children are defined as unmarried natural, step, or adopted children of the employee who receive at least fifty percent (50%) of their financial support from the employee and who are not over 25 years of age. Dependents of terminated employees shall be permitted to complete the course(s) in which they are enrolled for that semester, provided the course(s) are in progress. All fees and courserelated expenses are the responsibility of the employee.

Tuition waivers are available primarily for full-time study during the fall and spring semesters and only to undergraduates. Any fall or spring semester in which a student registers and is billed as a full-time student is counted as one semester toward the maximum of eight.

Tuition waivers may be available for part-time study, summer session courses, and special opportunities that carry academic credit from St. Mary's, such as internships, independent studies, studies abroad, and field studies. Waiver support for these activities is limited to participation in approved St. Mary's programs where the cost of the academic credits is charged to the student's St. Mary's account. Waivers may be used to study in the St. Mary's program at Fudan University. Noncredit courses are not eligible for tuition waiver. All special fees and expenses associated with the academic activity are the responsibility of the student.

Academic work attempted when the student is not enrolled full-time in a fall or spring semester will be counted toward the eight semester limit for support as follows:

<u>Attempted Hours</u>	<u>Full-Time Semester Equivalent</u>
0.1 – 8.0	0
8.1 – 24.0	1
24.1 – 40.0	2
40.1 – 56.0	3
56.1 – 72.0	4
72.1 – 88.0	5
88.1 – 104.0	6
104.1 – 120.0	7

In the event that an eligible dependent of a St. Mary's College of Maryland employee is enrolled full-time at the College and the parent/guardian retires, that dependent shall be allowed to complete their degree at St. Mary's provided that: 1) the employee has been employed by the College on a full-time basis for a minimum of twenty (20) years; 2) the student maintains a good academic standing (grade-point average of 2.0 or higher); 3) the College continues to offer tuition waivers for current employees and their eligible dependents.

Forms are available through the Business Office and Office of Human Resources located in Glendening Hall.

*Note: Scholarship awards from St. Mary's cannot exceed the value of in-state tuition. Tuition waivers are scholarships and count toward this limit. Scholarships from outside sources do not count, nor do need-based grants from St. Mary's or other sources.*

[BACK TO TOP](#)

## **POLICIES ON THE TUITION EXCHANGE SCHOLARSHIP PROGRAM ST. MARY'S COLLEGE OF MARYLAND**

(revised September, 2010)

The Tuition Exchange (TE) program provides the opportunity for eligible dependent children to receive undergraduate scholarships at one of the participating member institutions. At present there are over 600 private and public, not for profit, participating institutions located in 47 states, DC, UK, and UAE representing the diversity of higher education in the US. Around fifteen schools join each year. Eligibility requirements, award amounts, application procedures, and continuation policies in the program vary by institution. The information below applies specifically to St. Mary's College of Maryland. The membership program is administered by Tuition Exchange, Inc., a not-for-profit 501c3 association.

The number of scholarship recipients in a given year is dependent upon the balance of incoming and outgoing students as determined by Tuition Exchange, Inc. by-laws. In addition, St. Mary's College may limit the number of participants according to institutional needs. The TE liaison officer at St. Mary's is responsible for maintaining records and communicating the number of available positions to interested parties.

**SCHOLARSHIPS FOR STUDENT DEPENDENTS OF ST. MARY'S COLLEGE EMPLOYEES  
(Export Scholarships)**

**ELIGIBILITY**

The tuition exchange program is a scholarship program provided by St. Mary's College. Full-time faculty and full-time employees classified as exempt (administrative) who have worked continuously at the college for at least three years are eligible to apply on behalf of their dependent children (i.e., children claimed on the employee's federal income tax return, or children named to receive support for education in either a separation agreement or divorce decree).

Acceptance into the TE program will be for first baccalaureate degrees only.

Eligible students wishing to study at a member institution must meet admissions criteria for that institution, and may have to meet more demanding standards if the host institution has established these to select among TE applicants. Admission to the host institution does not assure selection into the TE program. Policies governing participation are established by the host institution in accordance with Tuition Exchange policies.

TE waivers are available primarily for full-time study during the fall and spring semesters and only to undergraduates. Any fall or spring semester in which a student registers and is billed as a full-time student is counted as one semester toward the maximum of eight.

TE waivers may be available for part-time study, summer session courses, and special opportunities that carry academic credit from St. Mary's, such as internships, independent studies, studies abroad, and field studies. Waiver support for these activities is limited to the cost of the academic credits attempted in approved St. Mary's programs. An attempted credit is any credit for which the student is billed and is listed on the student's statement of account. Noncredit courses are not eligible for tuition waiver. All special fees and expenses associated with the academic activity are the responsibility of the student.

Academic work attempted outside of the fall or spring semester in which a student is enrolled full-time will be counted toward the eight semester limit for support as follows:

<u>Attempted Hours</u>	<u>Full-Time Semester Equivalent</u>
0.1 – 8.0	0
8.1 – 24.0	1
24.1 – 40.0	2
40.1 – 56.0	3
56.1 – 72.0	4
72.1 – 88.0	5
88.1 – 104.0	6
104.1 – 120.0	7

A TE scholarship is renewable provided the student remains in good academic standing at the host institution. If the employee retires or is deceased after a determination has been made by the host institution that the dependent is eligible and certified to participate in the TE program, the dependent's eligibility will continue.

Coverage for dependent students of individuals whose employment at St. Mary's ends after the student is certified, accepted, or enrolled in the program shall continue only for the remainder of the current academic year.

Eligible dependent children who are not in the TE program are eligible to apply at any point during their undergraduate studies.

**SCHOLARSHIPS**

TE scholarships for dependent students of St. Mary's employees shall be in the amount of full tuition at the receiving institution, except in those cases where the institution's cost of tuition exceeds the limit established by the Tuition Exchange Board of Directors. In these cases, the receiving institution may award TE scholarships for less than the full amount of their tuition, but not less than the established limit. TE scholarships do not cover fees, room and board, and other charges associated with attending college.

TE scholarships may be taxable under IRS codes and the State of Maryland may report scholarships as income on the employee's annual W-2 form.

## **APPLICATION PROCEDURES**

Each student applying for a scholarship must be certified before applying to a member institution. The Office of Human Resources is responsible for certifying applicants who are eligible according to procedures established by St. Mary's College. Application does not guarantee acceptance at a TE membership institution or insure a TE scholarship.

Employees wishing to have a dependent student considered for a TE scholarship must apply in writing to the Office of Human Resources. Applications for students to begin study in the fall semester must be made by November 1 of the previous year. The host institution may award new scholarships to students beginning their study in a term other than the fall. In this case, prospective participants must work with the Office of Human Resources and the TE liaison at St. Mary's College to meet all relevant deadlines at both the host institution and St. Mary's College.

The TE liaison officer determines the number of scholarships available for St. Mary's dependents in a given year. If there are more students of eligible St. Mary's employees than there are scholarship openings in the TE program, selection will be made on the basis of seniority of the employee (number of year of continuous, full-time employment at St. Mary's). In the event that the student's parents both work at the College, only the most senior of the eligible student's parent's time at the college will be considered. (NOTE: Students who are not granted a scholarship may apply the next year.)

## **NOTIFICATION PROCEDURES**

Notification of acceptance into the TE program will be by April 1. Participants are encouraged to respond to the TE award in writing as soon as possible, but no later than May 1. Students not accepted into the TE program will be placed on a waiting list and will be notified as soon as possible after May 1 if an opening becomes available.

## **SCHOLARSHIPS FOR STUDENT DEPENDENTS OF EMPLOYEES AT OTHER TE MEMBER SCHOOLS WISHING TO STUDY AT ST. MARY'S (Import Scholarships)**

### **ELIGIBILITY**

Eligibility shall be determined by the TE liaison officer of the sending institution, who will notify the TE liaison at St. Mary's. To be considered for a St. Mary's TE scholarship, St. Mary's must receive eligibility certification by January 15 for students applying for the fall semester and October 15 for students applying for the spring semester.

All TE scholarship recipients must be admitted to St. Mary's under normal admissions criteria. The Office of Admissions has sole authority to make admission decisions. St. Mary's reserves the right to deny consideration for the TE program to any student who does not complete the application for admission process by the published deadlines.

The scholarship of an entering first-year student is renewable each year for four successive years of education provided the student remains in good academic standing at St. Mary's and retains certification from the sending institution. The scholarship of a student who enters St. Mary's as a transfer student is renewable for a continuous period until the student has been enrolled as a full-time student at any institution for the equivalent of four academic years (i.e., eight semesters or 12 quarters).

Scholarship recipients who lose their certification shall lose their scholarship after the current academic semester (fall or spring) in which certification was lost.

Student dependents who acquire eligibility after beginning their studies at St. Mary's are eligible to apply at any point during their undergraduate studies.

## **SCHOLARSHIPS**

TE scholarships to attend St. Mary's shall be in the amount full tuition (in-state or out-of-state rates as appropriate for the student) for the academic year (fall and spring semesters). Summer term and part-time tuition fees are not eligible for scholarship support. TE scholarship recipients must pay all applicable fees and room and board charges. TE scholars may not receive any other merit scholarship from St. Mary's, but may receive outside scholarships and need-based aid (e.g., Pell Grants) including St. Mary's grants. In no case shall the total of scholarships and need-based grants exceed the full comprehensive cost of attendance at St. Mary's. The amount of the TE scholarship shall be considered in determining the need of the student.

[BACK TO TOP](#)

# **ST. MARY'S COLLEGE OF MARYLAND INTER-INSTITUTIONAL TUITION REMISSION POLICY (Revised August, 2010)**

## **A. Policy Guidelines.**

1. This program is for the remission of tuition only. All fees and courserelated expenses are the responsibility of the employee; no fees, books, or room and board charges are included.
2. The tuition remission program serves full and part-time faculty and staff occupying permanent positions at participating higher education institutions within Maryland.<sup>1</sup>
3. Individuals seeking to participate in the inter-institutional tuition remission program must meet all admission requirements of that institution, the specific program sought, and all other academic requirements of the institution. These conditions are independent of the tuition remission program.
4. Tuition benefits described in this policy are available to part-time faculty and staff occupying permanent positions in at least a 50% capacity. Tuition benefits are pro-rated, based on percentage employed.
5. Certain courses and programs that are "self-support" programs as determined by each institution are excluded from the tuition remission program.
6. This benefit is not extended to spouses, retirees, or retiree dependents.
7. Tuition remission is available to eligible faculty, staff, and dependent children from institutions participating in the tuition remission program for summer session credit courses taken through the office of continuing education, only when the use of tuition remission does not result in added expense for the College. Enrollees in summer session must identify the intention to use tuition remission upon registration. Enrollees will be notified by the office of continuing education, if tuition remission will not be able to be applied. For eligible summer courses, tuition remission may be applied toward a maximum of eight credits or two courses.

## **B. Tuition Remission for Employees.**

1. Faculty and staff as defined above are eligible to take no more than two courses or eight hours of fall and spring semester credit per semester with full tuition remission.<sup>2</sup>
2. Faculty and staff may enroll in eligible undergraduate or graduate programs for which they meet the admission requirements as defined by the attending institution.
3. Eligibility of faculty or staff to enroll in courses is subject to supervisory approval and no interference with assigned responsibilities.

---

<sup>1</sup> A permanent position is a position which has been approved through the State of Maryland budgetary and appointment classification process.

<sup>2</sup> Employees are encouraged to call the attending institution, prior to enrollment, to learn exclusions and/or limitations of that institution.

### **C. Tuition Remission for Eligible Dependents of Employees.**

1. Dependent children<sup>3</sup> of fulltime employees occupying permanent positions are eligible for tuition remission for up to eight semesters of full-time study. Tuition waivers are available primarily for full-time study during the fall and spring semesters and only to undergraduates. Any fall or spring semester in which a student registers and is billed as a full-time student is counted as one semester toward the maximum of eight.
2. Tuition waivers may be available for part-time study, summer session courses, and special opportunities that carry academic credit from St. Mary's, such as internships, independent studies, studies abroad, and field studies. Waiver support for these activities is limited to the cost of the academic credits attempted in approved St. Mary's programs where the cost of the academic credits is charged to the student's St. Mary's account. Waivers may be used to study in the St. Mary's program at Fudan University. Noncredit courses are not eligible for tuition waiver. All special fees and expenses associated with the academic activity are the responsibility of the student.

Academic work attempted outside of the fall or spring semester in which a student is enrolled full-time will be counted toward the eight semester limit for support as follows:

<u>Attempted Hours</u>	<u>Full-Time Semester Equivalent</u>
0.1 – 8.0	0
8.1 – 24.0	1
24.1 – 40.0	2
40.1 – 56.0	3
56.1 – 72.0	4
72.1 – 88.0	5
88.1 – 104.0	6
104.1 – 120.0	7

3. Eligible dependent children of faculty and staff, employed in permanent positions before July 1, 1990 may attend any four-year public higher education institution in Maryland with 100% of tuition remitted.
4. Eligible dependent children of faculty and staff hired into permanent positions after July 1, 1990 may attend a participating Maryland public institution of higher education, other than the home institution, with 50% of tuition remitted, if the dependent child is enrolling in a major program that is unavailable at the home institution.
5. Eligible dependent children of faculty and staff hired into permanent positions after July 1, 1992 may attend a participating Maryland public institution of higher education, other than the home institution, with 50% of tuition remitted, if the dependent child is enrolling in a major program that is unavailable at the home institution and the employee has completed two continuous years in the permanent position.

### **D. Procedures: Use of Tuition Remission.**

1. Eligible faculty and staff, as well as their eligible dependents, interested in enrolling in courses at a participating institution must first follow the admissions and enrollment procedures of the attending institution.
2. Upon the completion of the acceptance and enrollment process, a tuition remission request form must be completed (including all required signatures) and submitted to the home institution human resources office for verification.
3. The home human resources offices will forward the approved tuition remission request form to the attending institution's office of human resources.
4. The attending institution's human resources office will process approved forms through the appropriate channels.
5. All requests for tuition remission must be received by the submission deadlines for the applicable semester. Each institution has its own designated submission deadlines.
6. Effective with the fall 2011 semester, tuition remitted on behalf of dependent children of eligible employees at participating institutions hired on or after July 1, 1990 will result in a transfer of funds

---

<sup>3</sup> For purposes of this program, eligible dependent children are defined by the Internal Revenue Service's definition of dependent child.

between the home institution and the receiving institution that is equal to fifty percent (50%) of the tuition.

### **E. Submission Deadlines for Tuition Remission Requests.**

All requests for tuition remission must be received by the following deadlines or may be subject to rejection:

Deadlines:

- a. fall semester – July 31<sup>st</sup>
- b. spring semester – December 31<sup>st</sup>
- c. summer sessions – At the time of registration

*Notes:*

*This inter-institutional tuition remission policy is not a contract, express or implied and does not guarantee employee or dependent eligibility.*

*Scholarship awards from St. Mary's can not exceed the value of in-state tuition. Tuition waivers are scholarships and count toward this limit. Scholarships from outside sources do not count, nor do need-based grants from St. Mary's or other sources*

*Tuition benefits received under the inter-institutional tuition remission policy may be considered income by the Internal Revenue Service (IRS) and may result in employee tax liability.*

*Tuition benefits afforded under this policy are subject to review or change with or without notice.*

[BACK TO TOP](#)