

## Introduction

The University System of Maryland now has an online Tuition Remission process. This new process replaces the paper form that was previously used for submission of Tuition Remission requests.

## Logging In



© 209 Towson University. This work is licensed under the Creative Commons Attribution NonCommerciaNoDerivs LicenseDetails available at http://www.towson.edu/OTStrainir Date madeaccessible11/25/20'

- 4. You will be taken to the university login page. Enter your but et ID and Password and click Login
- 5. Once logged in, you wilbe brought to the Welcome page. ClickStart a New Application to proceed

WELC	COME RODNE	Y URAND					
			<b># H - (11 - The Applications</b>				
							i TEST ACCESS!
					-	-	You are currently using the tuition
	Student Name	Application Started Date	Institution	Semester	Status	Action	You are currently using the tuition remission system area testing, no tuition remission requests submittee will be processed
• ID	Student Name	Application Started Date	Institution	Semester	Status	Action	You are currently using the tuition remission system under leading, no tuition remission requests submitte will be processed TUITION REMISSION BOR POLICIES
<b>₽ RTE</b> <sub>₽ ID</sub>	Student Name	Application Started Date	Institution	Semester	Status	Action	You are currently using the tuition remission system area testing. No tuition remission requests submittee will be processed TUITION REMISSION BOR POLICIES

Figure 3

6. Click the logo of the institution where the student is registeredNote: Retirees and those applying for tuition remission at Morgan State University, Baltimore City Community College, or St. Mary's College of Marylahd wil continue to submit the current form to HR via secure file drop, or by dropping off at the HR Office. No other paper forms will be accepted.

			aunii	· · · · ·	,	5
naine <u>Si</u> deatha	Institution.	। জনকের্বাল	Rudoot		Shudanê xeka	linking of other



7. Select a semester you wish to receive tuition remission follote: Only the available semesters will appear. Each school determines when applications are ready to be collected and the icon will appear when the semester for that school is opened up.



Figure 5

## USM Tuition Remission: Online portal instructions

10. Enter the Number of credits taking your Student ID Numberor your Child/Spouse student id. and answer the question as to whether your classes conflict with your work schedule. Note: The system only asks for credits taking for employees.

11. When complete, click Submit