

TUITION REMISSION FORM

Please read these instructions carefully and follow the steps in the order below.

1. Complete both sides of the form and sign on the bottom of the back side.
2. Obtain supervisor's signature (only required if employee is taking the class).
3. Obtain signature from Human Resources (B310). Please call 410-225-2363 to confirm availability.
4. Obtain signature from Payroll (B238). Please call 410-225-2123 to confirm availability.
5. Bring form to Open Studies (1229 Mount Royal) for Open Studies classes and for Master of Professional Studies (MPS) of Business of Art and Design and Information Visualization programs or to Enrollment Services (B223) for undergraduate or graduate classes. Open Studies or Enrollment Services will sign the form and forward it to Student Accounts where the tuition remission benefit will be applied to the student's account.

If you have any questions regarding the above process, please contact Human Resources at 410-225-2363.

<u>STUDENT INFORMATION</u>				
PLEASE CHECK ONE:				
<input type="checkbox"/> MICA Employee <input type="checkbox"/> Non-MICA Employee				
NAME _____		MICA ID# _____		
STREET ADDRESS _____				
CITY _____		STATE _____		ZIP _____
RELATION TO EMPLOYEE	<input type="checkbox"/> Self	<input type="checkbox"/> Spouse	<input type="checkbox"/> Partner	<input type="checkbox"/> Child (must be a qualified dependent)

<u>EMPLOYEE INFORMATION</u>	
EMPLOYEE NAME _____	MICA ID# _____
DEPARTMENT _____	MICA PHONE EXT. # _____

<u>FULL DEGREE COURSE INFORMATION</u>	
<input type="checkbox"/> Undergraduate Program	
<input type="checkbox"/> Graduate Program	
TERM _____	YEAR _____

<u>COURSE(S) INFORMATION</u>				
<input type="checkbox"/> Open Studies (Indicate course(s) below, attach registration form)				
<input type="checkbox"/> Part-time undergraduate degree (Indicate course(s) below, attach registration form)				
TERM _____		YEAR _____		
Course Number:	Course Name:	# of credits/Audit:	Day(s)/Time of Class:	Tuition Amount:
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
*Students will be added to course(s) on a space available basis.				

Please see reverse side for charge structure and required signatures

TUITION REMISSION CHARGE STRUCTURE

Open Studies (Non-Degree seeking)

Charges	Payment Method
Tuition up to 3 credits/or 2 non-credit courses	100% Tuition Remission, Form submitted
Registration Fee	N/A

Part-time (Non-Degree seeking Undergraduate/Graduate)

Charges	Payment Method
Tuition 1-11.99 credits	100% Tuition Remission, Form submitted
Registration Fee	\$75.00

Undergraduate (Degree seeking)

Charges	Payment Method
Tuition 1-19.5 credits	100% Tuition Remission, Form submitted
Student Life Fee	Student Pays Fee
Technology Fee	Student Pays Fee
Orientation Fee	Student Pays Fee
Student Health Insurance	Completes Hard Waiver with Hulse/QM

Graduate (Matriculate)

Charges	Payment Method
Tuition 1-19.5 credits	100% Tuition Remission, Form submitted
Student Life Fee	Student Pays Fee
Technology Fee	Student Pays Fee
Orientation Fee	Student Pays Fee
Student Health Insurance	Completes Hard Waiver with Hulse/QM

Graduate- Open Studies (Matriculate)

1. Master in Professional Studies degree program in Business of Art and Design

2. Master in Professional Studies degree program in Information Visualization Program

Charges	Payment Method
Full Degree	100% Tuition Remission, Form submitted
Student Life Fee	Student Pays Fee
Technology Fee	Student Pays Fee
Orientation Fee	Student Pays Fee
Student Health Insurance	Completes Hard Waiver with Hulse/QM

Tuition Remission for these 2 MPS programs will be available to up to two employees per year, per program. For more information please see the Educational Benefits – Masters of Professional Study (MPS) – Online Programs Policy.

Important Tax Note: The tuition remission benefit for graduate students is subject to Federal and State income and FICA taxes, and will likely result in a substantial increase in the taxes you owe. Its full value will be included on your W-2 at the end of the year and you will need to increase the amount of taxes withheld from your biweekly paycheck (which will reduce your net take-home pay). You are encouraged to consult your tax advisor so you are fully aware of the amount of additional taxes you will owe before accepting this benefit. If you have questions regarding this benefit and tax implications, contact the Office of Fiscal Affairs.

Financial Aid Eligibility: Degree seeking students receiving tuition remission are welcome to complete the FAFSA to apply for federal need-based grants and loans or Maryland State grants. Recipients of tuition remission are not eligible to receive any MICA-sponsored scholarships or grants.

Employee's Signature _____ Date _____

AUTHORIZATIONS

Employee's Supervisor _____ **Date** _____
(Required if employee taking class – not for dependent tuition remission)

Human Resources _____ **Date** _____

Payroll Office _____ **Date** _____

Enrollment Services/Open Studies _____ **Date** _____

COPIES:

- | | |
|---|---|
| <input type="checkbox"/> Human Resources _____ | <input type="checkbox"/> Payroll _____ |
| <input type="checkbox"/> Enrollment Services/Open Studies _____ | <input type="checkbox"/> Budget _____ |
| <input type="checkbox"/> Student Accounts _____ | <input type="checkbox"/> Employee _____ |