



Maryland Institute College of Art

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 or to Enrollment Services (B223) for undergraduate or graduate classes.

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

STUDENT INFORMATION

PLEASE CHECK ONE:

MICA Employee Non-MICA Employee

NAME MICA ID#

STREET ADDRESS

CITY STATE ZIP

RELATION TO EMPLOYEE Self Spouse Partner Child (must be a qualified dependent)

EMPLOYEE INFORMATION

EMPLOYEE NAME MICA ID#

DEPARTMENT MICA PHONE EXT. #

FULL DEGREE COURSE INFORMATION

Undergraduate Program Graduate Program

TERM YEAR

COURSE(S) INFORMATION

Open Studies (Indicate course(s) below, attach registration form) Part-time undergraduate degree (Indicate course(s) below, attach registration form)

TERM YEAR

Table with 5 columns: Course Number, Course Name, # of credits/Audit, Day(s)/Time of Class, Tuition Amount. Rows 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

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 that would exceed tuition.

These fees are non-refundable if I drop or withdraw from the course(s). Refer to the Academic Bulletin (Degree Program) or Open Studies Catalog for an outline of required/possible fees that may be charged.

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 _____ |