

V-8.1: MARYLAND NATIONAL GUARD TUITION WAIVER POLICY

Approved July 2010

Updated November 12, 2016

I. Purpose

USM Policy VIII-2.31 requires each University System of Maryland (USM) institution to create a policy regarding the approval and acceptance of tuition waivers for students who are in the Maryland National Guard. The USM policy stipulates the term amount of the waiver for each academic term may not exceed 6 credits of tuition (or up to 50% discount on 12 credit hours) for an undergraduate or graduate program. All programs offered by the School of Law are ineligible for this waiver.

The University of Baltimore is proud to support our Maryland National Guard students in reaching their academic goals.

II. Policy Statements

1. In keeping with guidelines established by the University System of Maryland regarding tuition fee waivers for certain members of the Maryland National Guard (MNG), the University of Baltimore will waive up to 50% of the undergraduate or graduate tuition, for a maximum of six credit hours per semester for the spring and/or fall semesters, for regular or special status students enrolled in credit courses.
2. This MOU allows MDNG members to be treated as “in state” at UB regardless of their place of residence, paying up to 50% of the in-state tuition for a maximum of six credit hours per semester
3. In order to be eligible to participate, a MNG member must have at least 24 months remaining to serve in the MNG, as certified by the member's Company Commander, or have agreed in writing to serve for a minimum of 24 months.
4. MNG members who wish to register under the provisions of this policy must be admitted through normal procedures prior to enrolling in coursework.
5. The member's active status and eligibility for participation in this program must be certified by the member's Company Commander at least 30 days prior to the first day of the open registration period.
6. This policy applies to regular tuition charges for the instructional program only. Mandatory and other applicable fees such as registration, application, course fees, and laboratory or appropriate self-support fees, are not included under this policy, MNG members will be entitled to all normal academic support services, such as library access and academic/career counseling services consistent with those services provided to other full- and part-time students.
7. The participation in the tuition waiver program for MNG members is not applicable to doctoral degree programs and to the University of Baltimore, School of Law.

III. Procedure

1. The MNG member must submit verification that the MNG member is on active status and meets the 24 month requirement to receive the tuition waiver. The verification must be on official letterhead and signed by the member's Company Commander. The Company Commander stipulates in the verification letter if the member receives a 15%, 20% or 50% tuition waiver. A new verification letter is required for each term in which the MNG member seeks a tuition waiver.
2. After the MNG Member registers for classes, but before the semester payment due date, the MGN member must submit their verification letter to the Office of the Bursar. The Office of the Bursar will review the waiver and apply the appropriate waiver percentage to the student account.
3. A maximum of six tuition credits (separate fees are not covered by the waiver) will be reduced, up to 50% of the total tuition charges. The MNG member's student account will reflect the waived portion of tuition.
4. If the MNG member drops, withdraws, or is unenrolled from a class or classes during the semester's refund period, no part of the tuition waiver will be refunded to the student.
5. If the MNG member is discharged for a reason designated by the member's Company Commander, the tuition waiver terminates and the MNG member owes the institution, within 30 days of discharge, the amount of the tuition waived for that semester
6. If an MNG member is called up for active duty during the course of a spring or fall semester and must withdraw from all courses, the MNG member may appeal for tuition reimbursement by providing a copy of the deployment orders and a written request of appeal.