



## UMS Employee Tuition Benefits Program

### Tuition Waiver Eligibility

Full-time and part-time regular employees and qualifying part-time faculty are eligible for tuition waivers in accordance with Board of Trustees Policy and collective bargaining agreements. Spouses, domestic partners, and dependent children of these employees are also eligible if enrolled in the University of Maine System as a full-time or part-time student.

### The Benefit

Generally, eligible full-time employees are allowed a maximum of two tuition-free courses per semester or summer session, not to exceed a total of eight credit hours. Eligible part-time employees are allowed a maximum of one tuition-free course per semester or summer session, not to exceed a total of four credit hours. The spouse, domestic partner, or dependent children of eligible full-time employees are eligible for a 50% tuition. The spouse, domestic partner, or dependent children of eligible part-time employees are eligible for a 25% tuition waiver.

### How To Waive Your Course Fees

Employees and dependents will need to complete and send a Waiver Request Form for each separate semester/term to the Employee Benefits Center for processing. Waivers will be processed after the billing charges have been generated and employees will be notified by email once the waiver has been applied to the student's account.

### Part-Time Faculty (PATFA)

Each qualifying unit member who is paid on a credit hour basis earns a one course waiver upon completion of each Fall and/or Spring semester of employment. The waiver does not exceed four credit hours per course, and must be utilized no later than 12 months upon being accrued.

### UMS Employee Benefits Center

Email: [benefits@maine.edu](mailto:benefits@maine.edu)

Toll-Free: 1-(866) 269-9635 or Local: (207) 973-3373

Secure Fax: (207) 561-3454

Website: [www.maine.edu/benefits](http://www.maine.edu/benefits)

