

## Tuition Remission Instructions

Tuition remission forms are available online on the ARES web page. Use the online form if you will be attending the UMCP campus. Tuition remission request paper forms for other campuses are available from the payroll office or online at <http://www.uhr.umd.edu/benefits/forms/tuitionform.pdf>.

Here are the steps for completing the online form:

1. Go to <http://www.ares.umd.edu/>
2. Select "Electronic Forms"
3. Select "Access my Forms"
4. The University Common Login page pops up, enter your ID in UMID field and your password in the password field. Your password is your testudo or wam password
5. Your ELF Box will appear once you have logged in. Select the "New Form" icon located on the upper left corner
6. The "Create a New Form" page pops up, under "Public Forms" select "Tuition Remission Request"
7. The employee tab is pre-populated, select "Next" to go to next tab and fill out the information as requested. Continue until all information is complete.
8. Before you select "send", check to make sure your addressee is Isabelita Brown by selecting the "Addressee" icon located at the top right corner.

If the addressee is not Isabelita Brown, enter her name as the search parameters and follow the screens to add her as an addressee.

9. Now you are ready to submit the form by selecting the "Send" icon

Please see <http://www.uhr.umd.edu/Benefits/benefits2001/tuition.htm> or contact us if you have questions regarding your eligibility for tuition remission or need further information.