



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
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Memorandum

TO: Executive Branch Cabinet Secretaries/Division Directors, Constitutional Officers, Human Resources Directors, and Massachusetts University/State College/Community College Chancellors and Presidents

FROM: Ronald Arigo, Chief Human Resources Officer

RE: Clarification of Tuition Benefits Policy for employees in the Executive Branch and Constitutional Offices

DATE: April 18, 2017

The Human Resources Division (HRD) including the Employee Service Center (ESC) have been receiving inquiries from state employees regarding the change in the way charges are appearing on bills and the tuition benefit cap for students taking courses at the University of Massachusetts and UMass Online.

Important changes effective July 1, 2016

Effective July 1, 2016, University of Massachusetts including UMassOnline have consolidated their student charges into one total amount known as "tuition". The new billing format encompasses the traditional cost for tuition plus other mandatory fees which no longer appear as separate figures. Consequently, effective July 1, 2016 the tuition benefit for state employees taking classes at University of Massachusetts is applied as a "**tuition credit**". This UMass tuition credit is a small fraction of the total tuition and the maximum credit is now perpetually capped at a specific dollar value equal to the tuition amount that was in effect during the spring 2016 semester. The dollar value of the cap varies by UMASS entity.

Community colleges and state universities have two separate components that students pay: 1) "Tuition" and 2) "Fees". Our employee benefit program is unchanged and continues to pertain only to the "tuition" portion.

The billing practices and language that has changed impacts employees taking courses at UMass or via UMassOnline.

Before July 2016, University of Massachusetts had two separate components that students paid: 1) tuition and 2) fees. Our benefit program only pertained to the tuition portion.

If employees have questions about the value of the credit they should directly contact the Bursar's Office at the college of interest. Please also see the [Frequently Asked Questions](#) (FAQs) that the University of Massachusetts has posted.

The [Human Resources Division \(HRD\) website](#) including the tuition benefit guidelines have been updated to reflect these changes.

Please refer to the posted documents for additional information. Any questions concerning this leave policy should be directed to the MassHR Employee Service Center (ESC). The ESC contact information is: Main number 617-979-8500, Toll Free 1-855-447-7776, TTY 617-447-7778 and email MassHRESC@MassMail.State.MA.US. You may also visit the ESC website at <https://www.mass.gov/employee-self-service>.

Thank you.

Attachments:

[Tuition Benefit Guidelines](#)

<http://www.mass.gov/hrd/TuitionRemission>