

*Old Dominion University*  
**Instructional & AP Faculty Tuition  
Assistance General Information &  
Instructions**

## **General Information**

Tuition assistance is available to employees who wish to develop and maintain their skills and knowledge to meet the changing demands of their current job and have completed one full year of service at the University at the time of the application deadline. Tuition assistance applies only to tuition; it does not apply to books, fees, travel, supplies, etc. Prior to submitting a tuition assistance Online application, you must be admitted and enrolled in a degree-seeking program at Old Dominion University.

The deadline for submission of the Online application and proof of registration is by 5:00 p.m. on the following dates: August 1st for the Fall semester, December 1st for the Spring semester and May 1st for all Summer sessions. If any of these dates fall on a weekend or holiday, the deadline will be on the first work day following the weekend or holiday.

### **Types of Assistance:**

Degree-Seeking – Courses that are directly related to a degree-seeking program offered at Old Dominion University.

### **Types of Payment:**

Deferment – Tuition assistance is paid by the university at the beginning of the semester.

### **Benefit Amount:**

Subject to the availability of funds, the allowable amount of credit hours each year is 18, with a maximum of: 6 credit hours for the Fall semester, 6 credit hours for the Spring semester, and 6 credit hours for the Summer session.

### **State or Federal Financial Aid:**

Expected tuition assistance from the Department of Human Resources must be reported by the student to the Office of Student Financial Aid, no later than the date the application for tuition assistance is completed, if the employee has applied, or intends to apply for, federal or state aid. The Office of Student Financial Aid is required to reduce federal or state aid (including loans) in most cases when other forms of assistance are anticipated.

## **Instructions**

1. Complete the Instructional and AP Faculty Tuition Assistance Online Application.
2. Sign and date the application.
3. Submit the online application to the Tuition Assistance Online email address before the application deadline.
4. If any class is dropped after registration, notify the Department of Human Resources immediately by emailing [tuitionassistance@odu.edu](mailto:tuitionassistance@odu.edu)

**Reminder:** Applications will be processed in order of seniority if funding is limited.

Contact Human Resources at (757) 683-3042 with any questions regarding the program.