

OLD DOMINION UNIVERSITY
University Policies and Procedures

6401 -TUITION ASSISTANCE PROGRAM
FOR FACULTY AND FACULTY
ADMINISTRATORS

I. Purpose

Old Dominion University provides tuition assistance opportunities to eligible employees. The purpose of this policy is to provide guidance for the administration of the tuition assistance program for faculty and faculty administrators. Funding for this program is derived from Commonwealth sources.

II. Eligibility

Full-time faculty and administrators employed by Old Dominion University who have completed one year of full-time service at the University and whose incomes do not exceed \$89,000.00 are eligible.

III. Benefit

Full tuition support at Old Dominion University, not to exceed the current in-state tuition rate, is not to exceed three credit hours per semester and three credit hours in the summer session. Faculty members who do not want academic credit for the course(s), intend to enroll in an audit status, or are not pursuing a degree are strongly encouraged to participate in courses under the provisions of the statement on "Class Audit (Non-Formal) by Faculty, Spouses, and Retired Faculty" in the [Faculty Handbook](#). In part, it provides that:

It is customary for faculty members to allow other faculty members, faculty spouses and retired faculty members to audit classes without formality."

IV. Conditions

A. Applications for tuition support from the Tuition Assistance Program shall not be accepted prior to the beginning of registration for the semester or after the deadline for submission. The deadlines are 5 p.m. August 1 for the fall semester, December 1 for the spring semester, and May 1 for all summer sessions, unless the first falls on a weekend and then the deadline will be the first workday following the first. Because of limited resources, not all applications may be funded. Applications will be funded in order by seniority until the allocation of funds for that semester or term has been exhausted. An appeal may be filed should tuition assistance be denied.

B. Tuition payment for the nine credit hours shall not exceed the current in-state rate for the level and location of instruction. Those faculty members or administrators enrolled in courses and determined to be domiciled outside Virginia shall be responsible for payment of

- the difference between the in-state and out-of-state tuition rates applicable for the level and location of instruction.
- C. Failure to attain a grade of “C” (2.0) in undergraduate courses or “B” (3.0) in graduate courses shall require repayment of the tuition provided by the Tuition Assistance Program.
 - D. Withdrawal from courses for which the Tuition Assistance Program provided tuition shall require repayment of tuition.
 - E. Failure to clear an Incomplete grade (I or II) within the time period prescribed by current policy shall require repayment of tuition provided by the Tuition Assistance Program.
 - F. Tuition shall not be paid for a course taken more than once, except those identified as research, thesis, or dissertation.
 - G. Resignation and departure from the University prior to the end of the semester or summer session for which tuition is being provided by the Tuition Assistance Program shall require repayment of tuition.
 - H. Tuition support for non-credit courses shall not be provided by the Tuition Assistance Program.
 - I. Any tuition repayment due must be completed prior to the next semester or the summer session. No support will be available from the Tuition Assistance Program until tuition repayment is complete. The participant may request payroll deduction for repayment.
 - J. Tuition Assistance Program participants are responsible for any fees incurred, such as for dropping or withdrawing from a course.
 - K. The Economic Growth and Tax Relief Reconciliation Act of 2001 permanently reenacted Section 127 to allow Old Dominion University to offer “tax free” graduate tuition assistance to faculty/faculty administrators. Graduate level classes taken by faculty and staff after December 31, 2001 will no longer be taxed.

Responsibility: Vice President for Human Resources

Authorization: John R. Broderick, Acting President

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