

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**6404 – TUITION ASSISTANCE PROGRAM FOR  
DEPENDENTS AND SPOUSES OF CLASSIFIED AND  
HOURLY STAFF**

**I. Purpose**

Old Dominion University provides a tuition assistance program to the dependents and spouses of eligible employees. The purpose of this policy is to provide guidance for the administration of the classified and hourly dependent and spouse scholarship program. The funding for this program is derived from local sources.

**II. Eligibility and Benefit**

A. All legal dependents as defined by current Internal Revenue Service regulations, and spouses of full-time classified, part-time classified and hourly employees shall be eligible for tuition support at Old Dominion University.

B. **Dependents and spouses of full-time classified employees** currently employed by Old Dominion University, whose income does not exceed \$89,000.00, and who have finished one year of full-time service at the University, shall be eligible for tuition support not to exceed six (6) credit hours per semester

C. **Dependents and spouses of part-time classified and hourly employees** currently employed by Old Dominion University, whose income does not exceed \$89,000.00, and who have finished three years of service at the University, shall be eligible for tuition support prorated based upon the hours worked per 40 hour week.

**III. Conditions**

A. Applications, and proof of registration, for tuition support from the Tuition Assistance Program shall not be accepted before the beginning of registration for the semester or after the deadline for submission. The deadlines are 5:00 p.m. on August 1 for the fall semester, December 1 for the spring semester unless the first falls on a weekend and then the deadline will be the first work day following the first. Because of limited resources, not all applications may be funded. Applications will be funded in the order of seniority of the employee applying for aid until the allocation of funds for the semester or term has been exhausted. An appeal may be filed should assistance be denied.

- B. Tuition payment for courses shall not exceed the current in-state rate for the level or location of instruction. The staff member whose dependent(s) and/or spouse is enrolled in courses and are 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. Tuition payment from the Tuition Assistance Program shall be limited to not more than six (6) credit hours per semester at the in-state rate for the applicable level and location.
- D. 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.
- E. Withdrawal from courses shall require repayment of tuition provided by the Tuition Assistance Program.
- F. 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.
- G. Tuition shall not be paid for a course taken more than once, except those identified as research, thesis, or dissertation.
- H. Resignation and departure from the University by the staff member whose dependent(s) and/or spouse are being provided support by the Tuition Assistance Program, prior to the end of the semester or session, shall require the repayment of the tuition.
- I. Tuition support for non-credit courses shall not be provided by the Tuition Assistance Program.
- J. Any tuition repayment must be completed prior to the next semester. No support will be available from the Tuition Assistance Program until repayment is complete. The employee may request payroll deduction for repayment.
- K. Tuition Assistance Program participants are responsible for any fees incurred, such as for dropping or withdrawing from a course. Tuition Assistance may be considered as taxable income based on applicable IRS regulations.
- L. Graduate courses taken through the tuition assistance program by Classified and Hourly spouses/children/dependents are considered a "non-cash taxable fringe benefit: and taxable to the employee. The taxable amount will be added to the employee's taxable wages per the payroll schedule and all federal state and FICA taxes will be withheld as required. Each participant will receive specific information about the amounts that will be added to taxable wages and the additional taxes that will be withheld from their pay about a week prior to the pay date the benefits are scheduled to be taxed.
- M. The employee must certify that the dependent for whom tuition assistance is requested meets the requirements to be claimed as a legal dependent as defined by current Internal Revenue regulations or is their spouse

**Responsibility:** Director of Human Resources

**Authorization:** Roseann Runte, President

**Date:** July 1, 1999; Revised July 1, 2001  
Revised September 19, 2008