

Old Dominion University
**Faculty & Administrative/Professional Faculty
Tuition Assistance Application**

PERSONAL INFORMATION:

Name: _____ University ID #: _____

Faculty AP Faculty

Hire Date: _____

Work Email: _____ Work Phone: _____

This application is for the following semester: Fall Spring Summer

Is this the first time you have requested tuition assistance from this office? Yes No

Type of assistance requested: Deferment (tuition is pre-paid) Remission (tuition is reimbursed)

COURSE INFORMATION:

Please complete all information for each course for which tuition assistance is being requested.

Course Title: _____ Course Number: _____

Credit Hours: _____ Will you be eligible for in-state tuition rates? Yes No

Tuition Assistance Program: Terms of Agreement

1. Payment of the course becomes the responsibility of the employee if the employee;
 - a. Receives a grade of less than a B- for graduate courses, a C- for undergraduate courses or an I.
 - b. Drops or withdraws (W/WF) from an approved course after the tuition deadline.
 - c. Terminates employment during the semester.
 - d. Changes an approved course to an audit.
2. Tuition assistance may not be approved if:
 - a. The employee dropped, withdrew, receives a grade of less than a B- for graduate courses, C- for undergraduate courses or receives a grade of I (that is not cleared by the deadline established by the Registrar) for two or more semesters.
 - b. The employee had the same course approved previously.
 - c. The employee does not provide proof of registration for the course requested.
3. If requirements of this program are not met, the tuition assistance will be withdrawn and the student will receive a bill from the Office of Finance. The student will be responsible for payment of the bill immediately. Late fees and, if applicable, collection fees may be assessed by the Office of Finance and are the responsibility of the student. For employees terminating employment, a payroll deduction is, by this agreement, authorized to satisfy a tuition debt. It is understood that the debt may be paid through the Cashier's Office in the Office of Finance. If this is not done in a timely manner, a payroll deduction is herewith authorized to be processed for the amount of indebtedness against the employee's paycheck.
4. The request for tuition assistance is contingent upon the availability of funds and will be approved based on the seniority of employees applying for aid. If funds are not available at the time the request is submitted, the indebtedness for the course remains the responsibility of the student.
5. Payment for any course will not exceed the in-state tuition rate for Old Dominion University.
6. Failure to comply with the tuition assistance program policy may influence future decisions concerning such tuition assistance.
7. Changes to the original application (drop/add/withdrawal) must be reported immediately to Human Resources.
8. An appeal may be filed with the Vice President of Human Resources should tuition assistance be denied for any reason other than for lack of available funds.
9. The employee will provide a copy of the final grade for courses for which tuition assistance was approved within one week of the completion of the classes.

I certify that I have read and understand the Tuition Assistance Policy and the Faculty and AP Faculty Tuition Assistance General Information and Instructions. I further understand that in order for my application to be processed, I must attach a copy of my registration. The information that I have provided is complete and accurate to the best of my knowledge.

Applicant Signature

Date