



OLD DOMINION UNIVERSITY

University Policy

Policy #6400

TUITION ASSISTANCE POLICY

Responsible Oversight Executive: Vice President for Human Resources

Date of Current Revision or Creation: June 24, 2010

A. PURPOSE

The purpose of this policy is to establish the requirements for participation in the Old Dominion University tuition assistance program for eligible Old Dominion University employees, their spouses and legal dependents.

B. AUTHORITY

[Virginia Code Section 23-9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Commonwealth's Department of Human Resource Management \(DHRM\) Policy 5.10, Educational Assistance](#)

C. DEFINITIONS

Academic Year – In sequence, the fall and spring semesters and summer semester (sessions).

Administrative and Professional (AP) Faculty – Employees who perform work directly related to the management of the educational and general activities of the institution, department or subdivision or whose professional positions serve the educational, research, athletic, medical, student affairs, and development functions or activities of the institution.

Annual Income Limit – An employee's Old Dominion University annual creditable compensation at the time application is made for participation in the tuition assistance program.

Career Development – Courses taken leading towards a degree that will increase a classified or hourly employee's opportunity for advancement within Old Dominion University.

Classified Employee – A salaried employee whose terms and conditions of employment are subject to the [Virginia Personnel Act, Code of Virginia Section 2.2-2900 et seq., as amended](#), and who is employed in a classified position.

Creditable Compensation – The annual salary used to determine Old Dominion University’s contributions to the employee’s retirement with the Virginia Retirement System or Optional Retirement Plan.

Distance Learning Employees – Full-time classified employees, full-time teaching and research faculty, full-time administrative and professional (AP) faculty, part-time classified employees, part-time administrative and professional (AP) faculty, and part-time hourly (non-student) employees who are on staff at Distance Learning site locations in Virginia and outside of Virginia.

Eligible Course Work – Higher education courses for which a letter grade is assigned and college or university credit hours are earned.

Eligible Employee – Full-time classified employees, full-time teaching and research faculty and full-time administrative and professional (AP) faculty who have completed one year of full-time service with Old Dominion University and whose annual incomes do not exceed the annual income limit. Part-time classified and hourly (non-student) employees who have completed three years continuous service with Old Dominion University and whose annual incomes do not exceed the annual income limit.

Eligible Family Members – The legally married spouse (as defined in the Code of Virginia) and legal dependents (as defined by the IRS) of eligible classified, hourly, faculty and AP faculty employees.

Job-related – Courses that are directly related to the enhancement of knowledge and skills associated with a classified or hourly employee’s duties at Old Dominion University.

Participant – The employee, spouse or legal dependent receiving tuition assistance.

Tuition Assistance – Payment of tuition only, per-credit-hour, not to exceed the Old Dominion University in-state tuition rate. Classified and hourly employees may receive tuition assistance for six credit hours in the fall semester, six credit hours in the spring semester and three credit hours in the summer semester/sessions. Faculty and AP faculty may receive tuition assistance for three credit hours in the fall semester, three credit hours in the spring semester and three credit hours in the summer semester/sessions. Eligible family members may receive tuition assistance for six credit hours in the fall semester and six credit hours in the spring semester. Credit hours shall be prorated to the hours worked, per a forty-hour work week, for part-time classified and hourly employees and their family members. All tuition assistance provided is contingent upon availability of funding. In the event of limited funding, tuition assistance provided shall be based on the employee’s service seniority at Old Dominion University.

Tuition Deferral – Payment of qualifying tuition by the Department of Human Resources for participants in the tuition assistance program, with funds established by the program for this purpose, at the beginning of the semester in which the course is being taken.

Tuition Remission – Payment of qualifying tuition by participants in the tuition assistance program, at the beginning of the semester in which the course is being taken. Upon successful course completion, participants are reimbursed tuition paid at the end of the semester.

Wage Employee – A non-salaried employee who receives pay for hours worked and is not covered by the provisions of the Virginia Personnel Act. (Wage employees are sometimes referred to as hourly employees.) Wage employees have no guarantee of employment for a

particular term or a particular daily or weekly work schedule; they serve at the will of the designated hiring official, and may be terminated at any time.

D. SCOPE

This policy applies to all eligible employees of Old Dominion University and their eligible family members as defined above.

E. POLICY STATEMENT

Old Dominion University is committed to making affordable higher education available to eligible employees and their family members by providing them with opportunities to increase their education, job skills and career development through a tuition assistance program. Funding for employee participation in the tuition assistance program is derived from Commonwealth sources and from local sources for eligible family members. As a general rule, tuition assistance is provided for tuition payments that would be made to Old Dominion University.

The annual income limit for tuition assistance eligibility shall be established by the President. The limit may be reviewed and changed at the discretion of the President. The limit shall be announced prior to each semester's application deadline by the Vice President for Human Resources.

An employee's participation in the tuition assistance program is based upon his or her creditable compensation. Any action that causes an employee's creditable annual compensation to exceed the annual income limit for eligibility (e.g., change from a 10- to 12-month faculty contract, negotiation of an increase due to a competitive offer, or faculty participation in the Office of Academic Affairs salary conversion program) will make the employee, his/her spouse and legal dependent(s) ineligible for participation in the tuition assistance program.

Tuition assistance shall not be provided for courses taken more than once, except those identified as topics courses, internships, research, thesis or dissertation.

Tuition assistance shall not be provided for instruction of less than five days, in-service training, continuing education, computer software courses, instruction for standardized test preparation (SAT, GMAT, GRE etc.), or courses for professional licensure, certification or review (CPA, SHRM, PE etc.)

In addition to the requirements of this policy, tuition assistance program participants shall be responsible for complying with the procedures established by the Vice President for Human Resources, and policies and procedures for students established by academic and administrative units of the University.

All tuition assistance provided is contingent upon availability of funding. In the event of limited funding, tuition assistance provided shall be based on the employee's service seniority at Old Dominion University.

Requests for exception to this policy shall be submitted, in writing, to the Vice President for Human Resources.

Classified and Wage Employees

Classified and wage employees may receive tuition assistance for up to six credit hours in the fall semester, six credit hours in the spring semester, and three credit hours in the summer semester/sessions. Eligible credit hours shall be prorated to the hours worked, based on a 40-hour work week, for part-time classified and wage employees.

Participation in the tuition assistance program by classified and wage employees for course work during the employee's scheduled working hours is at the discretion of the employee's supervisor. Classified employees may be granted no more than three hours per week of release time, or may be granted permission to use annual, compensatory, overtime or VSDP personal leave, in order to participate in the tuition assistance program during scheduled working hours. At supervisor discretion, classified and wage employees may be permitted to work adjusted or flexible work hours (i.e. reporting to work early or leaving work late) to cover only that time absent from work to attend class.

Tuition assistance for classified and wage employees must be job-related or for career development. Classified and wage employees may receive tuition assistance for courses taken for job-related assistance and career development offered at a Virginia community college or other four-year Virginia public college or university, when the course or degree sought is not available at Old Dominion University. If a participant is taking course work at another college or university, the policies of Old Dominion University shall take precedence, when applicable.

Employees approved to take courses at other four-year Virginia public colleges or universities must sign an agreement stating they will continue employment as Old Dominion University for a minimum of one year following the completion of the semester in which tuition assistance was provided. If the conditions of this agreement are not met, the tuition assistance must be repaid.

Faculty and AP Faculty

Faculty and AP faculty may receive tuition assistance for three credit hours in the fall semester, three credit hours in the spring semester, and three credit hours in the summer semester/sessions. Tuition assistance is available only for credit courses taken at Old Dominion University.

Distance Learning Employees

In certain circumstances, Distance Learning employees may receive tuition assistance for courses at a college or university other than Old Dominion University. When the employee is on the staff of a Distance Learning site in Virginia, the course work must be at a Virginia public college or university. Distance Learning site employees outside of Virginia may receive tuition assistance for course work at any state college or university. If a participant is taking course work at another college or university, the policies of Old Dominion University shall take precedence, when applicable.

Distance Learning employees taking courses at a four-year college or university other than Old Dominion University must sign an agreement stating they will continue employment at Old Dominion University for a minimum of one year following the completion of the semester in which the tuition assistance was provided. If the conditions of this agreement are not met, the tuition assistance must be repaid.

Eligible Family Members

Eligible family members of classified and wage employees and faculty and AP faculty may receive tuition assistance for six credit hours in the fall semester and six credit hours in the spring semester. Eligible credit hours shall be prorated to the hours worked, based on a 40-hour work week, for eligible family members of part-time classified and wage employees.

If an eligible family member of an eligible employee is also an employee, then he/she must be eligible and participate in the program as an employee. Legal dependents of two eligible Old Dominion University employees may apply for and receive tuition assistance as the dependent of only one eligible employee.

In accordance with current Internal Revenue Service regulations, graduate tuition assistance provided for eligible family members is considered a non-cash taxable fringe benefit to the employee.

Tuition assistance for eligible family members is available only for credit courses taken at Old Dominion University.

F. PROCEDURES

Participants must be registered for the course(s) for which tuition assistance is requested at the time of application. Completed applications for tuition assistance, including proof of registration, are due to the Department of Human Resources no later than the deadline as established by the Vice President for Human Resources. Applications must specify the course(s) for which tuition assistance is requested. Changes to course(s) (withdrawal, drop and/or add) specified on the application must be made prior to the deadlines established by the University Registrar and will not be permitted after these deadlines.

Tuition assistance is generally provided through tuition deferment. However, tuition assistance through deferment shall not be provided to participants whose prior participation in the program resulted in repayment of tuition assistance for two semesters. These eligible participants may apply for tuition assistance through tuition remission only.

Employees shall be responsible for repayment of tuition assistance provided to them or their eligible family members in the event of unsuccessful course completion, course withdrawal, adding or dropping the course after the University Registrar's established deadline, or failure to clear an Incomplete (I or II) by the deadline established by the University's Registrar. The participant (employee, spouse or legal dependent) must receive a grade of C minus or better for an undergraduate course, or a B minus or better for a graduate course, by the date prescribed by the Old Dominion University Registrar, in order to be deemed as having achieved successful course completion under this program.

If an employee must repay tuition, repayment may be made by any means accepted by the University's Office of Finance. When the repayment has not been satisfied or repayment arrangements have not been made with the University's Office of Finance, the Department of Human Resources will initiate two payroll deductions of equal amounts from the employee's pay. Any late or collection fees assessed by the Office of Finance will be the responsibility of the employee.

Resignation or termination of employment before the completion of the semester or session for which tuition assistance is provided shall require repayment of the tuition assistance. This repayment may be deducted from the employee's final pay or leave pay-out.

For more details, refer to [Old Dominion University Department of Human Resources Tuition Assistance Procedures and Applications](#).

G. RESPONSIBLE OFFICER

Vice President for Human Resources

H. RELATED INFORMATION

[Commonwealth of Virginia Department of Human Resource Management \(DHRM\)](#) and [University](#) Leave Policies and Procedures

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

Responsible Officer Signature

Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks
Policy Review Committee (PRC),
Chair Signature

November 10, 2009
Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Glenda Humphreys
Responsible Oversight Executive Signature

June 23, 2010
Date

Presidential Approval:

/s/ John R. Broderick
President

June 24, 2010
Date

Policy Revision Dates: December 1, 1988; May 1, 2002; January 31, 2003; July 1, 2004;
July 1, 2008; June 24, 2010

Scheduled Review Date: June 24, 2015