

OLD DOMINION UNIVERSITY

University Policy

Policy #6400

TUITION ASSISTANCE POLICY

Responsible Oversight Executive: Vice President for Human Resources
Date of Current Revision or Creation: August 8, 2022

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,

service with Old Dominion University at the time of the tuition assistance application deadline. Part-time classified and wage (non-student) employees who have worked 2080 hours of continuous service with Old Dominion University at the time of the tuition assistance application deadline.

Eligible Family Members – The legally married spouse (as defined in the Code of Virginia) and dependents (as defined by the IRS) of eligible classified, faculty and AP faculty employees. Family members of wage and part-time faculty classified employees are not eligible.

Participant – The employee, spouse or dependent receiving tuition assistance. Dependents are defined as by IRS guidelines.

Teaching and Research Faculty – Employees whose work assignments primarily involve instruction, research, and scholarly activities, and who hold academic rank/titles (with departmental designation).

Tuition Assistance – Payment of funds for tuition only, per-credit-hour, not to exceed the Old Dominion University in-state tuition rate. Fees and other related charges will not be covered and are the responsibility of the employee. All tuition assistance provided is contingent upon availability of funding.

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.)

D. SCOPE

This policy applies to all eligible employees of Old Dominion University and their eligible family members as defined above. Legal dependents are defined as by IRS guidelines.

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. All tuition assistance provided is contingent upon availability of funding.

Tuition assistance must be for a degree-seeking program at Old Dominion University. Tuition assistance shall not be provided for in-service training coursework, continuing education, computer software courses, instruction for standardized test preparation (SAT, GMAT, GRE etc.) or courses for professional licensure, certification. (CPA, SHRM, etc.) These courses can be taken and paid through departmental budgeted funds.

All employees approved and granted tuition assistance funding will agree to continue employment at Old Dominion University. The employee must remain employed for one full

In addition to the requirements of this policy, tuition assistance program participants shall be responsible for complying with the procedures as for students as established by academic and administrative guidelines of the University.

- x Classified employees: 6 credit hours – Fall, Spring semesters and Summer sessions
- x Instructional & AP Faculty: 6 credit hours – Fall, Spring semesters and Summer sessions
- x Part-time classified & Wage employees: 3 credit hours – Fall, Spring semesters and Summer sessions
- x Dependents/Spouse of eligible family members: 6 credit hours – Fall and Spring semester only
- x Military/ROTC: 6 credit hours – Fall, Spring semesters and Summer sessions

At the supervisor's discretion and approval, all eligible employees as defined in this policy will be allowed release time during regular scheduled working hours to attend tuition-assisted funded classes. No more than three hours per week of release time will be granted for use of annual, compensatory, overtime or VSDP personal leave. At the supervisor's discretion, employees may work adjusted or flexible work hours (i.e., reporting to work early or leaving work late) to cover only that time needed to be absent from work to attend class.

Eligible Family Members

Eligible family members as defined in this policy may receive tuition assistance. Dependents are as defined by IRS guidelines.

- x Classified employees: 6 credit hours – Fall, Spring semesters and Summer sessions
- x Instructional & AP Faculty: 6 credit hours – Fall, Spring semesters and Summer sessions
- x Part-time classified & Wage employees: 3 credit hours – Fall, Spring semesters and Summer sessions
- x Dependents/Spouse of eligible family members: 6 credit hours – Fall and Spring semester only
- x Military/ROTC: 6 credit hours – Fall, Spring semesters and Summer sessions

In order to receive tuition assistance, eligible family members must meet Satisfactory Academic Progress, as defined in the [Satisfactory Academic Progress for Financial Aid Eligibility](#) policy. Family members of wage and part-time classified employees are not eligible.

Eligible family members as identified by IRS guidelines may on rare occasion also be Old Dominion University employees. Such employees must meet the eligibility requirements of dependent status as defined in this policy. The employee will not be permitted benefit as both an eligible dependent and an eligible employee as it pertains to this policy. Only one eligibility status will be applicable.

Dependents of two eligible Old Dominion University employees may apply for and receive tuition assistance funding. The dependent will be allowed to use tuition assistance funding as a benefit under both eligible employees.

F. PROCEDURES

Participants must be registered and enrolled

Responsible Officer

Date

Policy Review Committee (PRC) Approval to Proceed:

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

May 3, 2022
Date