

## Educational Opportunities Guidelines

This sheet is intended to provide guidelines; it is not a complete interpretation of VCU Human Resources' policy on Educational and Training Opportunities.

For questions or clarification, contact HR's Office of Learning and Development (L&D) at 828-0179 or [traindev@vcu.edu](mailto:traindev@vcu.edu).

### University Learning and Development

VCU Human Resources offers a variety of educational opportunities for full-time and part-time faculty and staff.

- A continuous calendar of courses is available on line at [hr.vcu.edu](http://hr.vcu.edu) which includes university procedures and seminars as well as personal and professional development seminars.
- Employees may register online.
- A fee will be charged to the department if cancellation is not received within five work days of the start date of the course.
- Customized departmental training is available to individual departments. Call L&D at 828-0179 to make arrangements.
- Any costs associated with L&D programs are charged to the department's budget.
- Employees receive their regular pay when they attend a seminar during work hours.

### Tuition Waiver

Full-time employees are eligible to take undergraduate, graduate or first professional degree courses for academic credit at VCU and have the tuition waived.

#### VCU Courses: General Information

- The following are eligible for tuition waiver:
  - Employees who are full-time, 100% FTE classified, and full-time faculty.
- The following are not eligible for tuition waiver:
  - Hourly, part-time and temporary employees.
  - Post-doctoral fellows.
- Decisions and funding related to adjunct faculty are administered through the Adjunct Waiver Program within each school.
- The tuition waiver program is not a guaranteed right of employment. An employee must submit an application for tuition waiver to his or her **department head who has complete approval or denial of the request.**
- Courses not need be job related.
- Tuition waiver covers employees only, not family members.
- Tuition waiver hours cannot be accumulated or carried over.
- Tuition waiver is not available retroactively.
- Employees on leave without pay or with half pay are not eligible for tuition waiver.
- Employees may take six credit hours per semester and a maximum of six credit hours during summer sessions.
- Classes should be taken during non-working hours. The employee must use accrued annual, compensatory or holiday leave to account for a 40-hour work week.

- Tuition waiver may be used for undergraduate, graduate or first professional degree courses for academic credit; audited courses (attending without receiving a grade) are not eligible for tuition waiver.
- If a non-exempt employee is required to take a course outside of work hours, the employee may be eligible for overtime.
- Tuition waiver covers only the standard cost of the course. Textbooks and other special charges are the employee's expense.
- Tuition waiver does not cover individual lessons or private music lessons.
- **A waiver form with department head's approval must be submitted to Student Accounting prior to registration of the course.**
- Tuition waiver forms need to be submitted in accordance with registration deadlines.
- Pursuant to Section 23-7-4, Code of Virginia, non-Virginia residents must contact VCU's Office of Records and Registration (<http://www.enrollment.vcu.edu/rar/>) prior to submitting a Tuition Waiver Application to claim entitlement to in-state tuition rates.
- An employee who voluntarily terminates employment or voluntarily changes employment status before the completion of the course is required to reimburse the university for the cost of the course(s).
- There is no dollar limit on undergraduate tuition waiver benefits. Graduate tuition waiver benefits in excess of an annual amount of \$5,250 are added to reportable taxable income.

### **How to Process a VCU Tuition Waiver Form**

- Tuition waiver forms are available on line [hr.vcu.edu](http://hr.vcu.edu).
  - Course(s) listed on the tuition waiver form should indicate course(s) actually taken.
- Complete the entire form, making sure to print clearly.
  - Submit the form to your department head for approval and signature.
  - If the department head denies the tuition waiver request, a copy must be forwarded to VCU Human Resources at P. O. Box 842511.
  - If the department head approves the tuition waiver request, forward the original to VCU Student Accounting at P. O. Box 843036; retain a copy for your records; and keep a copy on file with your department.
  - Submit a copy of the approved form at registration.
- If a change occurs, a new form must be completed.
  - Before the department head will sign a new tuition form, the employee must indicate in writing (to the department head) what course(s) is being dropped.

### **Withdrawing from Courses/Appeal Process**

- In order for the university to pay for a course under the tuition waiver program, the employee must receive a grade of "C" or better or a "pass" in a pass/fail course.
- Employees who withdraw from courses, separate from the university, or receive less than the required grade will be responsible for paying back to the university the cost of the course.
- Employees who withdraw from courses before the end of the first week may not be charged.
- Employees who withdraw from courses will be charged the full tuition or a pro-rated amount, depending on the date of withdrawal.
- Employees who withdraw from courses due to extenuating circumstances may appeal the course charges to the VCU Refund Waiver Appeals Committee. Refund appeal forms are available from VCU Student Accounting.

## **Tuition Reimbursement**

Full-time employees who pay for continuing education courses at other educational institutions may be eligible for reimbursement from department funds.

- Courses must be job related.
- Courses must not be available at VCU either online or in the classroom.
- The employee must request prior approval from the department head to register for an outside seminar/course by completing the Tuition Reimbursement/Certification Form at [hr.vcu.edu](http://hr.vcu.edu).
  - The department head must sign the form **before** the employee registers for the class.
  - **If the request is approved:**

- The employee must forward a copy of the approved form to HR Learning and Development **no later than** two weeks prior to course registration.
- The employee pays for the course.
- After successfully completing the course with a grade of “C” or better, the employee gives the approved Tuition Reimbursement/Certification Form, receipt for tuition expenses and grade report to the department head. The department forwards a purchase requisition to VCU Procurement Services to reimburse the employee.
- Reimbursement comes from department non-grant funds.
- **If the request is denied:** the employee must immediately send the original form to HR’s Office of Learning and Development.

## Outside Seminars and Continuing Education

In some cases where seminars are job related and not available at VCU, eligible employees may take courses at the Virginia Department of Human Resource Management (DHRM) or other continuing education resources without having to pay the tuition.

### Virginia Department of Human Resources Management (DHRM)

Full-time employees may take seminars through DHRM or other continuing education resources, provided similar training opportunities are not available through university training resources. Information about outside seminars is available through HR’s Office of Learning and Development at [hr.vcu.edu](http://hr.vcu.edu).

- The employee must request prior approval from the department head to register for an outside seminar/course by completing the Tuition Reimbursement/Certification Form at [hr.vcu.edu](http://hr.vcu.edu).
  - The department head must sign the form **before** the employee registers for the class.
  - The employee must send the original form to HR’s Office of Learning and Development immediately after completion of the course, if the request is approved, or if the request is denied.
  - The employee/department handles the registration.
- Tuition, except books and supplies, may be covered by departmental non-grant funds.
- Employees receive their regular pay when they attend a seminar during work hours.

### J. Sergeant Reynolds Courses

- Only “Center for Corporate and Professional Development” courses are eligible.
- Courses must be job related and not available at VCU online or in the classroom.
- The employee must request prior approval from the department head to register for an outside seminar/course by completing the Tuition Reimbursement/Certification Form at [hr.vcu.edu](http://hr.vcu.edu).
  - The department head must sign the form **before** the employee registers for the class.
  - The employee must send the original form to HR’s Office of Learning and Development immediately after completion of the course, if the request is approved, or if the request is denied.
  - The employee/department handles the registration.
- The department must provide the employee with a memo on VCU letterhead indicating the budget code (non-grant) that course costs should be charged to; department head and fiscal administrator approval must also be included on the memo. The memo, accompanied by a registration form, may be faxed, mailed or hand-carried to the class.

## Still have questions?

For **general information**, call HR’s Office of Learning and Development at **828-0179** or email [traindev@vcu.edu](mailto:traindev@vcu.edu).

For **billing or refund appeal information**, call VCU Student Accounting at **828-2228**.

For **tax information**, call VCU Payroll Services at **828-0740**.

For **residency information**, call VCU’s Residency Office at **828-1366**.