



VCU

Human Resources

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, Development, and Organizational Culture (LD&OC) at 828-0179 or learndev@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 online at 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 LD&OC at 828-0179 to make arrangements.
- Any costs associated with LD&OC programs are charged to the department's budget.
- Employees receive their regular pay when they attend a seminar during work hours.

Tuition Benefit

Full-time employees are eligible to take undergraduate, graduate or first professional degree courses during regular work hours for academic credit at VCU and have the tuition waived. Read the full policy at [VCU Integrity and Compliance](#).

VCU Courses: General Information

- The following are eligible for tuition benefit:
 - Employees who are Faculty, Classified staff, and University and Academic Professionals employed at .75 FTE or greater only.
- The following are not eligible for tuition benefit:
 - 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 benefit is not a guaranteed right of employment. An employee must submit an application for tuition benefit to his or her **department head who will approve or deny the request**.
- Courses are not required to be job related.
- Tuition benefit covers employees only, not family members.
- Tuition benefit hours cannot be accumulated or carried over.
- Tuition benefit is not available retroactively.
- Employees on leave without pay or with half pay are not eligible for tuition benefit.
- Employees may take six credit hours per semester and a maximum of six credit hours during summer sessions.
- Classes may be taken during working hours with manager approval. The employee will not be required to use leave to account for a 40-hour work week.

- Tuition benefit 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 benefit.
- If a non-exempt employee is required to take a course outside of work hours, the employee may be eligible for overtime.
- Tuition benefit covers only the standard cost of the course. Textbooks and other special charges are the employee's expense.
- Tuition benefit does not cover individual lessons or private music lessons.
- **The [tuition benefit form](#) with department head's approval must be submitted to Student Accounting prior to registration of the course.**
- Tuition benefit 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 benefit 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 benefits. Graduate tuition benefits in excess of an annual amount of \$5,250 are added to reportable taxable income.

How to Process a VCU Tuition Benefit Form

- The [tuition benefit form](#) is available in DocuSign.
 - Course(s) listed on the tuition benefit form should indicate course(s) actually taken.
- Complete the entire form.
 - The form will be submitted to your department head for approval and signature.
- 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 benefit 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 drop the course during the add/drop period 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 Benefit 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.
 - 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 will reimburse the employee through Chrome River.
 - 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, Development, and Organizational Culture.

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.

- 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.
 - 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, Development, and Organizational Culture 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.
 - The department head must sign the form **before** the employee registers for the class.
 - The employee must send a copy of the original form to LD&OC 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, Development, and Organizational Culture at **828-0179** or email learndev@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**.