Educational Opportunities Guidelines

This document is intended to provide guidelines; it is not a complete interpretation of VCU Human Resources' [Educational and Training Opportunities policy](#). If you have any questions, please review the [FAQs](#) or contact HR's Office of Learning, Development, and Organizational Culture (LDOC) at [learndev@vcu.edu.](mailto: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.

- Employees can search and register for online and instructor-led courses in VCU's learning management system [Talent@VCU](#)
- Any costs associated with programs are charged to the department's budget.
- Employees receive their regular pay when they attend a workshop during work hours.

Tuition Benefit (for courses offered at VCU)

Eligible employees may take undergraduate, graduate, or first professional degree courses for academic credit at VCU during regular work hours and have the tuition waived. Review the full policy [here](#).

General Information

- The following employees are eligible for tuition benefit:
  - Salaried faculty, university and academic professionals, classified staff, and post-doctoral scholars employed at .75 FTE or greater.
- The following employees are not eligible for tuition benefit:
  - Hourly, wage, part-time, and student employees, employees on educational or study research leave, with or without pay, and employees on conditional personal or disciplinary leave without pay.
- Tuition benefit covers employees only, not family members.
- Employees are eligible to use the tuition benefit on their first day of employment. Individuals must be an active employee on the first day of classes in order to use the benefit for that semester. The tuition benefit may not be applied retroactively.
- Employees may take a maximum of six credit hours per semester and a maximum of six credit hours during summer sessions.
- One course (up to three credit hours) per semester may be taken during work time with manager or department head approval. The course does not have to be specifically job-related to be taken during work time. If more than one course is taken during the same semester, the employee may use flex-time, leave, may take the course during non-work hours, or may opt to take the course online in an asynchronous format (if available). Employees are responsible for coordinating class time with their manager or department head when attending a course during normal work hours.
- If a non-exempt employee is required to take a course outside of work hours, the employee may be eligible for overtime.
- The tuition benefit is not a guaranteed right of employment.
- An employee must submit a [Tuition Benefit Application](#) to their manager or department head who approves the request **before registering for a class.**
- A new application is required for each semester.
- Courses are not required to be job-related.
- Audited courses (attending without receiving a grade), and individual or private music lessons are not eligible for tuition benefit.
- Tuition benefit covers the costs of standard undergraduate and graduate tuition and [mandatory fees](#) (except the student transition fee).

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- Tuition benefit does not cover textbooks, program fees, and course-specific fees.
- Tuition benefit hours cannot be accumulated or carried over.
- Tuition benefit forms need to be submitted in accordance with [registration deadlines](#).
- There is no dollar limit on undergraduate tuition benefits. Graduate tuition benefits above an annual amount of $5,250 are added to reportable taxable income. Contact Payroll at payroll@vcu.edu with any tax liability questions.

VCU Tuition Benefit Process

- The tuition benefit application is a DocuSign process. All steps are managed by the employee in their VCU DocuSign account. It is critical that employees understand how to use VCU's DocuSign account, and are able to manage the DocuSign process when applying for the tuition benefit. Employees can learn more about VCU DocuSign on the Technology Services DocuSign [Getting Started](#) page.
- Employee completes the [Tuition Benefit Application](#)
  - Course(s) listed on the application should indicate the course(s) to be taken.
- Employee routes the application via DocuSign to their manager or department head for approval.
  - If a change occurs, a new application must be completed.
- Once the application is approved, the employee acknowledges receipt of the application in DocuSign. This step routes the application to Student Accounting for processing.
- Employee submits their [admissions application](#). This is required for degree-seeking and non-degree-seeking students.
- Employee registers for the course(s) by following [these steps](#).
- Contact VCU Student Accounting at stuacctg@vcu.edu or (804) 828-2228 with status or billing questions.

Withdrawing from Courses/Appeal Process

- If the employee withdraws before the end of the semester or session (as determined by the university's academic calendar), receives a grade of less than "C," fails in a pass/fail course, changes their employment status from full-time to part-time, voluntarily separates from employment or is separated for cause by the institution before completing a tuition-waived course, the employee is responsible for repaying the cost of tuition and fees for tuition-waived courses in which the employee was enrolled
- Employees who drop the course during the add/drop period may not be charged.
- If the employee withdraws from a course due to extenuating circumstances, they may appeal the course charges to the VCU Refund/Waiver Appeals Committee. The Refund/Waiver Appeal form, which includes general information about the appeal process, is available at: https://sfs.vcu.edu/billing-and-payments/refunds/drops-and-withdrawals/

Tuition Reimbursement (for courses not offered at VCU)

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

General Information

- Courses must be job-related.
- Courses must not be available at VCU either online or in the classroom.
- The employee must submit a [Tuition Reimbursement/Certification Form](#) to their manager or department head who approves the request **before registering for a class.**

VCU Tuition Reimbursement Process

- The tuition reimbursement application is a DocuSign process. All steps are managed by the employee in their VCU DocuSign account. It is critical that employees understand how to use VCU's DocuSign account, and are able to manage the DocuSign process when applying for tuition reimbursement. Employees can learn more about VCU DocuSign on the Technology Services DocuSign [Getting Started](#) page.

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- Employee completes the [Tuition Reimbursement/Certification Form](#).
  - Course(s) listed on the tuition reimbursement form should indicate the course(s) to be taken.
- After 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 their department for processing. The department will reimburse the employee through Chrome River.
- Reimbursement comes from department non-grant funds.

> For **general information**, contact HR's Office of Learning, Development, and Organizational Culture (LDOC) at learndev@vcu.edu.
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> For **billing or refund appeal information**, contact VCU Student Accounting at stuacctg@vcu.edu or (804) 828-2228.
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> For **tax information**, contact VCU Payroll Services at payroll@vcu.edu.

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