OLD DOMINION UNIVERSITY

University Policy

Policy #6400 TUITION ASSISTANCE POLICY

Responsible Oversight Executive: Vice President for Hum uoV(H)2 (um)RTc 0 2UJ0 v Tw 10 v Tw 10 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,

authority to the President to implement the policies and procedures of the Board relating to University operations.

Virginia Department of Human Resource Management Policy 5.10 - Educational Assistance

C. DEFINITIONS

<u>Academic Year</u> – In sequence, the Fall, Spring and Summer semesters (sessions).

<u>Administrative and Professional (AP) Faculty</u> – 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.

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

<u>Degree-Seeking</u> – Courses that are directly related to a degree-seeking program offered at Old Dominion University.

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

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.

<u>Eligible Family Members</u> – 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 dependeoa(c)-1.9 c ise (3g) Tb-3 (cspnc 0.004 Tw)-6 (a)-3.36 ()-0.8 (c)

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 <u>Satisfactory Academic Progress for Financial Aid Eligibility</u> 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.

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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	