

Full-time Faculty and Classified Staff Tuition Waiver Application and Fact Sheet

I. Employee *(Please Print)*

Name: _____ Employee/Student ID Number: V _____
[contact your Personnel Administrator for your V#]

State Job Title: _____

Department: _____

Work Address: _____ Work Phone Number: _____

Check one: Faculty Classified

Please note the following conditions for tuition waiver (see also Tuition Waiver Fact Sheet below):

- Only full-time faculty and classified staff are eligible to apply for tuition waiver. To participate in the tuition waiver program, faculty and staff must be employed and actively working (i.e., not on leave with or without pay) *on the first day of classes* – tuition waiver is not available retroactively.
- **Courses do not need to be job related.**
- Courses must be taken for academic credit.
- A **maximum of 6 credit hours** is allowed for the semester in which the employee is enrolled.
- The cost of the course is covered at the standard undergraduate or graduate tuition rates.
- Graduate tuition waiver benefits in excess of an annual amount of \$5,250 are added to reportable taxable income. FICA/Medicare tax is withheld on the excess amount. Undergraduate tuition waiver benefits are not subject to tax reporting or withholding.
- Audited courses, individual lessons, private music lessons, nonstandard undergraduate and graduate tuition, books, supplies, program/course fees, or English Language courses are not covered by this waiver.
- VCU Records and Registration must have on file your completed "Application for Virginia In-state Tuition Rates."
- The completed Tuition Waiver Application must be submitted to VCU Student Accounting on or before the start of the semester.

I apply for tuition waiver for the following: Semester _____ Year _____

Number of Credits _____ Course Title _____ Course # _____

Department _____ Section Number _____ Class Time _____

Course Begin Date _____ Course End Date _____

- **I understand that VCU will automatically deduct the cost of tuition and any fees from my paychecks in four payroll deductions if either of the following conditions occur:**
 - I do not complete the course requirements successfully with a grade of "C" or better or "pass" in a pass/fail course.
 - I withdraw from the course at any time during the semester or session.
- **I also understand that I am responsible for paying the cost of the course if I separate from VCU employment before successfully completing the course.**

Employee Signature _____ Date _____

II. Departmental Approval

As department head, I understand the following conditions and approve this request for tuition waiver:

- The employee is eligible for tuition waiver under University guidelines and may apply for enrollment in the course.
- My department is subject to the cost of the course if it is determined that the employee is not eligible for tuition waiver.
- If I am requiring a non-exempt employee to take this course outside of work hours, the employee is eligible for over-time.

Name (please print): _____

Title: _____

Signature: _____ Dept. Budget Code: _____ Date: _____

Forward the completed approved application to: VCU Student Accounting - P. O. Box 843036 or 827 W. Franklin St., room 123.

III. Departmental Denial

As department head, I deny this request for tuition waiver.

Name (please print): _____

Title: _____

Signature: _____ Date: _____

Reason for denial: _____

Forward the completed denied application to: VCU Human Resources, Office of Training and Development, P.O. Box 842511.

Tuition Waiver Fact Sheet

General Information

- Who's eligible to apply for tuition waiver?
 - Full-time faculty and staff.
 - To participate in the tuition waiver program, faculty and staff must be employed and actively working (i.e., not on leave with or without pay) *on the first day of classes* – tuition waiver is not available retroactively.
- Who's not eligible to apply for tuition waiver?
 - Hourly, part-time, and temporary employees.
 - Employees on leave without pay or with half pay.
 - Family members of employees.
- What are the tuition waiver requirements?

Before submitting a tuition waiver application, the employee must provide VCU Records and Registration with an "Application for Virginia In-state Tuition Rates" to be eligible for in-state tuition rates, pursuant to Section 23-7-4 of the *Code of Virginia*.

- **Courses do not need to be job related.**
- Courses must be taken for academic credit.
- A **maximum of 6 credit hours** is allowed for each semester and during summer session.
- In order for the University to pay for a course under the tuition waiver program, the employee must complete the course and receive a grade of "C" or better or "pass" in a pass/fail course.
- Classes should be taken during non-working hours; or the employee should use accrued annual, compensatory, or holiday leave to account for a 40-hour workweek. With manager approval, the employee can also work a "flex" schedule to adjust work hours to cover the time spent in class.
- Tuition waiver covers standard undergraduate and graduate tuition, university fee, student activity fee, student government fee, technology fee, and capital outlay fee.
- What does tuition waiver not cover?
 - Audited courses, individual lessons, private music lessons, non standard undergraduate and graduate tuition, books, supplies, program/course fees, or English language courses.

How to Process a Tuition Waiver Application

Tuition waiver forms must be submitted in accordance with VCU registration deadlines and during the semester of enrollment.

- Obtain a tuition waiver application from your department or from the Human Resources' Web site at <http://www.hr.vcu.edu/forms/>.
- Submit the completed form to your department head for approval. Your department head should retain a copy for departmental records.
- Submit the approved form to VCU Student Accounting (P. O. Box 843036) upon registering for the course; retain a copy for your records.
- Submit the denied form to VCU Human Resources, Office of Training and Development (P. O. Box 842511). Retain a copy for your records.
- Changing a course? Indicate in writing to the department head what course you are dropping before submitting a new tuition waiver application for approval.

How to Appeal Course Charges

- If an employee withdraws from a course, receives less than the required passing grade, or separates employment from VCU, he or she must reimburse the University for the cost of the course.
- If the employee withdraws from a course due to extenuating circumstances, he or she may appeal the course charges to the VCU Refund Waiver Appeals Committee. Appeal forms are available from VCU Student Accounting.

For tuition waiver information – e-mail Training and Development at traindev@vcu.edu or call **828-0179**.
For billing or refund appeal information – e-mail Student Accounting at stuacctg@vcu.edu or call **828-2228**.
For residency information – e-mail the Residency Office at bhones1@vcu.edu or call **828-0366**.