

## Educational Opportunities Guidelines

*This sheet is intended to provide guidelines; it is not a complete interpretation of VCU Human Resources' Educational and Training Opportunities policy. If you have questions or need clarification, contact HR's Office of Training and Development (T&D) at 828-0179 or [traindev@vcu.edu](mailto:traindev@vcu.edu).*

### University Training and Development

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

- A continuous calendar of courses is available on line at <http://www.hr.vcu.edu/training/> and includes both University procedures, seminars, and personal and professional development seminars.
- Employees may register on-line.
- A fee will be charged to the department if cancellation is not received within five working days of the start date of the course.
- Customized departmental training is available to individual departments. Call T&D at 828-0179 to make arrangements.
- Any costs associated with T&D programs are charged to the department's budget.
- Employees are paid for attending a seminar during work hours.

### Tuition Waiver

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

#### VCU Courses: General Information

- Employees who are full-time, 100% FTE classified, or full-time faculty are eligible. Hourly, part-time, and temporary employees are not eligible.
- 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 do not need to 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 and must be taken for credit. Audit is not covered under tuition waiver. The employee must use accrued annual, compensatory, or holiday leave to account for a 40-hour work week.
- If a non-exempt employee is required to take a course outside of work hours, the employee is 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 tuition waiver form with department head's approval must be submitted upon 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.vcu.edu/enroll/rar/residency.html>) prior to submitting a Tuition Waiver Application to claim entitlement to in-state tuition rates.

- Post-doctoral fellows are not eligible for tuition waiver.
- An employee who voluntarily terminates employment or voluntarily changes status before the completion of the course is required to reimburse the University for the cost of the course.
- 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 at <http://www.hr.vcu.edu/forms/>.
- 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.
- Course(s) listed on the tuition waiver form should indicate course(s) actually taken. 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 upon 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 and not available at VCU.
- The department head must sign a "Reimbursement/Certification Form" (RCF) before the employee registers for the class. The RCF is available on line at <http://www.hr.vcu.edu/forms/>. The employee must send the original form to HR's Office of Training and Development immediately after a request is denied or after completion of the course, if the request is approved.
- The employee pays for the course.
- Reimbursement comes from department funds.
- After successfully completing the course with a grade of "C" or better, the employee gives the RCF, receipt for tuition expenses, and grade report to the department head. A purchase requisition will be forwarded to VCU Procurement and Payment and the employee will be reimbursed.
- After reimbursement is received, the employee should forward the RCF to HR's Office of Training 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), J. Sergeant Reynolds Community College, or other continuing education resources without having to pay the tuition.

### **DHRM/PDS**

Full-time employees may take seminars through DHRM's Personnel Development Series (PDS) 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 Training and Development.

- The employee must request prior approval in writing from the department head to register for an outside seminar.
- The department head must sign a RCF before the employee registers for the class. The RCF is available on line at <http://www.hr.vcu.edu/forms/>. The employee must send the original form to HR's Office of Training and Development immediately after a request is denied or after completion of the course, if a request is approved.
- The department will handle the employee's registration.
- Tuition, except books and supplies, may be covered by departmental funds.
- Employees are paid for attending 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.
- The employee will need a memo from the department on VCU letterhead indicating the budget code that course costs should be charged to; department head and fiscal administrator's approval must also be included on the memo.
- The department head must sign a RCF before the employee registers for the class. The RCF can be obtained on line at <http://www.hr.vcu.edu/forms/>. The employee must send the original form to HR's Office of Training and Development immediately after a request is denied or after completion of the course, if a request is approved.
- 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 Training 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**.