EDUCATIONAL AID POLICY FOR ITC EMPLOYEES

**Tuition Waiver:** The Tuition Waiver program is open to all full-time University Employees after one year of employment with the University. Tuition Waiver allows an employee to take one course per semester at the University at no tuition cost to the employee. This course can be job-related or of self interest to the employee. Information about this policy can be found at in the Human Resources Policy Manual under, Tuition Waiver Policy for UVA Courses, 760.800.

**Educational Aid:** In order to take courses at an institution other than the University of Virginia, an ITC employee may take advantage of the University's Educational Aid Policy. The information below briefly documents the policy on Educational Aid for ITC employees. The Educational Aid Policy enables an employee to complete credit courses and degree programs at any fully accredited institution of higher education. The courses and program of study must be related to an employee's current job duties and responsibilities. Tuition for such study will be reimbursed by ITC, subject to some conditions. Educational Aid Programs relevant to ITC employees include Tuition Reimbursement (part-time study), and Resident Study full-time degree program for up to one year. The ensuing information pertains to the Tuition Reimbursement. Information on Resident Study can be found in the University's Educational Aid Policy.

Information on both University Policies can be found in the policy section of Organizational Development and Training's Web Page.

**High-lights of the Educational Aid Policy:**

1. **ELIGIBILITY:**
   
a) Salaried, full-time employment status at ITC. [At the recommendation of the Manager, and when mandatory to her/his employment, a part-time employee is allowed tuition reimbursement.]

   b) In service at ITC for a minimum of 90 days.

2. **REQUIREMENTS:**
   
a) Courses must be offered by a fully-accredited higher educational institution.

   b) Courses must be directly job-related [and thus will enhance the employee's skills] OR they must be a requirement of a degree program that is job-related.

   c) Courses and/or program must be approved by the employee's Manager and Director prior to enrollment and application for tuition reimbursement.

   d) Program must be successfully completed with a grade not lower than a `C'.

3. **FUNDING:**

   The cost of tuition will be reimbursed to the employee from Central ITC funds upon completion of the following procedures.
4. PROCEDURES:

a) Staff seeking approval for tuition reimbursement may obtain the Tuition Assistance Form from ITC's Purchasing Group at 530 McCormick Road. He/she should complete the information pertaining to course number and description, relevance of course(s) to current job, cost per credit hour, total cost, and the hours away from current job.

b) The Manager and Director must indicate approval by signing the form and forwarding it to the Purchasing Group. The Purchasing Group will coordinate obtaining approval from the University's Division of Training and Development.

c) The Division of Training and Development will return the approved form to the Purchasing Group. Once the employee has registered for the course(s), she/he must provide the Purchasing Group with a receipt and a copy of the registration that will be attached to the completed form for reimbursement. From this point it may take about two weeks to get reimbursed.

d) Reimbursement applies to registration, tuition, exams and laboratory fees. It does not include other fees, book or study material costs. The maximum reimbursement per course will be up to the cost of in-state tuition and fees for an equivalent course at UVa. If the course is not available at UVa., the total cost will be paid without regard to this rule.

e) Once the employee has completed the course(s) or program of study, she/he must submit a copy of the grade sheet to the Purchasing Group. Should the employee receive a grade lower than a 'C', or should she/he withdraw from or fail to complete the class or program of study, the tuition reimbursement received from the University must be returned by the employee.

5. MORE INFORMATION:

The above information is based on the University's policy on Educational Aid. For this and more information about similar policies such as the Tuition Assistance Policy, or tuition waiver for UVa courses policy, please see the policies below at Organizational Development and Training's Web Page.

Educational Aid Policy 760.000
Tuition Assistance Policy 760.300
Tuition Waiver Policy for UVA Courses 760.800

6. INSTITUTION LIST:

ITC Staff have taken courses from various institutions. Below are a few example Institutions and their URLs.

UVA Division of Continuing Education
Piedmont Virginia Community College
Old Dominion University
James Madison University
University of Richmond
J. Sargeant Reynolds Community College
Virginia Commonwealth University

Averett College

Mary Baldwin College