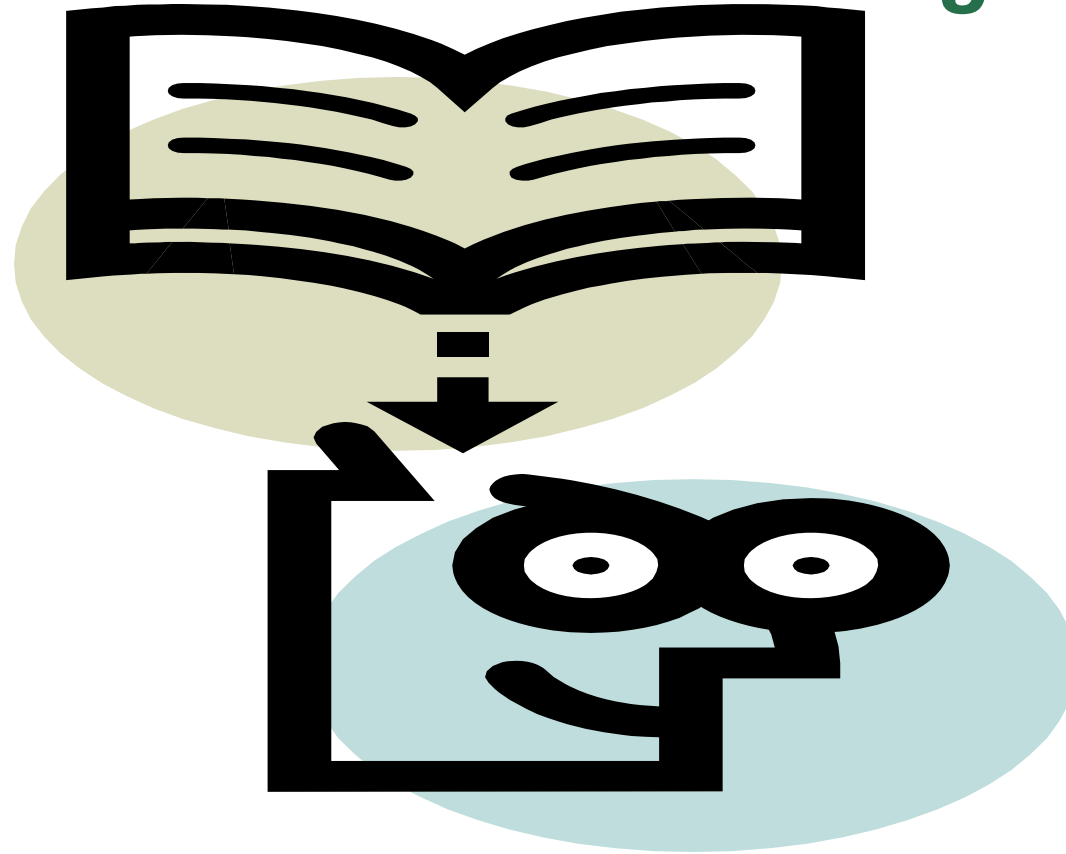


# *Education Benefits Program*



An employee benefit at the University of Virginia  
**Beginning 07/01/2008**

# Agenda

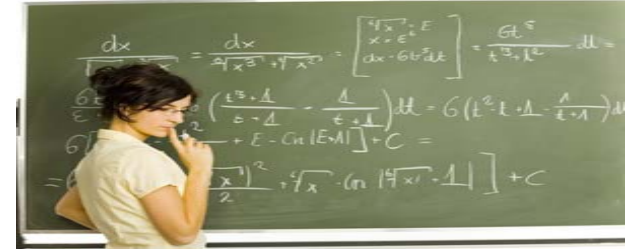
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- *Education Benefits Program* overview
- Employee Eligibility
- Course Eligibility
- How do I enroll for education benefits?
- Compliance
- Questions and Answers



# Education Benefits

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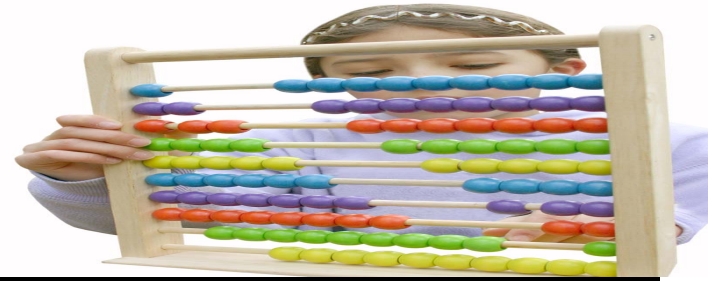
May be used for academic degrees or courses at accredited institutions, non-credit courses, certificates, and licenses.

Designed to provide employees and their schools and departments with centrally-funded financial support for education, vocational and professional development. Departmental funding is also available.

Although salaried part-time employees are eligible, the primary purpose is to support full-time employees who are part-time students.

# Education Benefits

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- Each calendar year, eligible employees will have access to \$2,000.00 from a central University fund.
- In addition, Schools and Departments may provide additional departmental funds to eligible employees.
- The total number of credits per standard semester whether departmentally or centrally funded may not exceed 7 undergraduate or 6 graduate credits. Exceptions can be requested through the relevant VP and Human Resources.

# Education Benefits

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- Academic coursework must be taken for credit; cannot be audited.
- The value of all education benefits received in a calendar year that exceeds \$5,250 is taxable and taxes will be withheld from employee's pay in the appropriate tax year.
- Full-time classified, staff and post-doctoral fellows must seek supervisor approval to attend a class during work hours. Adjunct faculty and part time employees must take classes during non-work hours.

# Employee Eligibility

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## Centrally Funded Education Benefits:

- Full and part-time employees who have had at least 1 year of benefits-eligible service. Part-time employees must work at least 20 hours a week salaried or 50% effort.
- Period of benefits-eligible service is measured from date of hire to first day of course.

## Departmentally Funded Education Benefits:

- Benefits eligible full and part-time employees after 90 days of benefit-eligible service. Part-time employees must work at least 20 hours a week salaried or 50% effort.
- Adjunct faculty, post-doctoral fellows and temporary employees are also eligible after 90 days of service.

# Course Eligibility



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**Courses or degree programs must meet at least one of the following criteria:**

- Relate to current job duties
- Support the Employee “Learning and Career Development Plan” section of the employee’s EWP
- Is required for a job-related degree program (all undergraduate degree programs are considered job-related)
- Is required for career development preparation, job-related professional certification or license
- Enhance UVa’s ability to respond to current and future needs

# Course Eligibility, continued

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## **Also covered:**

- ESL and GED, literacy and related classes
- Classes in support of vocational studies, trades, technical, and technology
- Tuition, registration, exams, and laboratory fees

## **What is not covered:**

- Is not intended to cover workshops or professional conferences, which are more appropriately funded at the School and Department level
- Drop fees, application fees, special course fees and expenditures for books or study materials.

# How do I apply for Education Benefits?

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- Determine that you are eligible based on the requirements in the Education Benefits Program.
- Decide what course you wish to take.
- Discuss attending the course with your supervisor, including content and work coverage if you will be attending during work hours.
- Complete the *Employee Intent to Enroll and Request for Education Benefits* form and obtain the supervisor information and his/her signature (and department head's signature if required).  
**The Employee Request for Education Benefits Form is a contract between you, as an individual, and the University. Be sure you have read and understood the instructions and the information sheet included with the form before you complete and submit it. Read the Education Benefits Program Guidelines to be sure you understand the requirements of the program.**

# How do I apply for Education Benefits?, continued

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- Submit the *Intent to Enroll and Request for Education Benefits Form* to the Office of Employee Benefits. If you change the course you are registered for, it may change the value of your benefit. Notify the Office of Employee Benefits of any changes.
- Your request will be reviewed, approved and processed by the Office of Employee Benefits. You will be notified of the decision and will receive a copy of the processed form that shows the dollar value of the Education Benefits approved.
- You will receive the Education Benefit funds in your next paycheck (based on payroll processing end dates).
- Use the benefit payment to enroll and pay for the course.

# Compliance

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- If an employee separates from employment, any approved classes already in progress and scheduled for completion during the last semester of employment may be completed.
- Employees are expected to register, attend, and satisfactorily complete education undertaken in the program.
- Employees who take a class for a grade, must receive a C- or better, pass or credit. For all other educational opportunities, an employee must be able to provide satisfactory successful completion.
- The Office of Employee Benefits will routinely conduct program audits to ensure eligibility and program compliance. An employee may be required to repay the Education Benefits for the cost of assistance and/or lose eligibility for further assistance until repayment is made if the employee:
  - Does not satisfactorily complete the course with a C- or better
  - Does not satisfactorily finish an Incomplete
  - Fails to successfully complete a non-credit course, certificate or license
  - Has requested payment exceeding program limits or has not repaid the program when requested.

# Questions?

Contact the Office of Employee Benefits

914 Emmet Street  
Charlottesville, VA 22904  
434-924-4392

