

*Old Dominion University*  
**Dependent & Spouse Tuition  
Assistance General Information &  
Instructions**

## **General Information**

Tuition assistance is available to employees who wish to develop and maintain their skills and knowledge to meet the changing demands of their current job. Full-time classified, instructional faculty, and AP faculty employees must have completed one year of full-time service at the University at the time of the application deadline. Part-time classified and hourly employees must have worked 2080 hours of continuous service with Old Dominion University at the time of the tuition assistance application deadline. Tuition assistance applies only to tuition; it does not apply to books, fees, travel, supplies, etc. Prior to submitting an online tuition assistance application, students must be admitted to the University and enrolled in a degree seeking program. Spouses and dependents can only use tuition assistance for courses taken at Old Dominion University.

The deadline for submission of application and proof of registration is by 5pm on the following dates: August 1<sup>st</sup> for the fall semester and December 1<sup>st</sup> for the spring semester. If any of these dates fall on a weekend or holiday, the deadline will be on the first work day following the weekend or holiday.

### **Types of Payment:**

Deferment – Tuition assistance is paid by the University at the beginning of the semester.

### **Benefit Amount:**

Classified, faculty, and AP faculty employees: subject to the availability of funds, the allowable amount of credit hours per year is 12, with a maximum of: 6 credit hours in the fall semester and 6 credit hours in the spring semester.

Part-time classified employees: subject to the availability of funds, the allowable amount of credit hours per year is 6, with a maximum of: 3 credit hours in the fall semester and 3 credit hours in the spring semester.

### **State or Federal Financial Aid:**

Expected tuition assistance from the Department of Human Resources must be reported by the student to the Office of Student Financial Aid, no later than the date the application for tuition assistance is completed, if the spouse or dependent has applied, or intends to apply for, federal or state aid. The Office of Student Financial Aid is required to reduce federal or state aid (including loans) in most cases when other forms of assistance are anticipated.

### **Taxable Tuition Assistance:**

Graduate courses taken through the tuition assistance program by spouses and dependents are considered a “non-cash taxable fringe benefit”. When the taxable amount is added to the employee’s taxable wages for the pay period, all federal, state and FICA taxes are required to be withheld. The taxable graduate tuition assistance will be added to the employee’s wages as follows: 4/16 and 5/1 for the spring semester and 11/16 and 12/1 for the fall semester. The expected additional tax impact is approximately 27% additional federal withholding; 5% additional state withholding and 7.65% additional FICA withholding.

**Remember this is just an estimate and can change based on the employee’s current W-4 form and VA-4 form on file.** For additional information about the taxability of graduate level tuition assistance, please call the Payroll Office at 683-3030.

**Reminder:** Applications will be processed in order of seniority if funding is limited.

Contact Human Resources at (757) 683-3042 with any questions regarding the program.

### **Instructions**

1. Complete the Spouse & Dependent Tuition Assistance Online Application.
2. Both employee and spouse/dependent must sign the application.
3. Submit application to the Department of Human Resources before the application deadline.
4. If any class is dropped or changed after registration, you must notify the Department of Human Resources immediately by emailing [tuitionassistance@odu.edu](mailto:tuitionassistance@odu.edu)