

Old Dominion University
**Classified & Wage 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 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, travel, supplies, etc. Prior to submitting a tuition assistance online application, you must be admitted to the university as a student and admitted to the University as a degree seeking student.

The deadline for submission of application and proof of registration is by 5pm on the following dates: August 1st for the fall semester, December 1st for the spring semester and May 1st for all summer sessions. 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 Assistance:

Job Related – Coursework must relate to current job duties, provide new knowledge and skills to enhance job performance, support the University's mission, and/or enhance the University's ability to respond to current and future needs.

Career Development – Assists employees to obtain degrees that will increase the employees' mobility opportunities within the University.

Types of Payment:

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

Benefit Amount:

Full-time classified employees: subject to the availability of funds, the allowable amount of credit hours per year is 18, with a maximum of: 6 credit hours for the fall semester, 6 credit hours for the spring semester, and 6 credit hours for the summer session.

Part-time classified and hourly employees: subject to the availability of funds, the allowable amount of credit hours per year is 9, with a maximum of: 3 credit hours for the fall semester, 3 credit hours for the spring semester, and 3 credit hours for the summer session.

Taking class during the work day:

Educational Release Time – Only classified employees may request time release of 3 hours or less per week to attend class. Release time will be prorated for part-time classified employees based on their work schedule. Release time must be noted in the comments section of Web-Time entry.

Adjusted Work Hours – Employees may be allowed to adjust work hours so as to work their required hours per week.

Personal Leave – Classified employees may be allowed to use their annual, compensatory or overtime leave.

All requests, as defined above, are granted at the supervisors' discretion.

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 employee 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.

Instructions

1. Complete the Classified & Hourly Tuition Assistance Online Application.
2. Sign and date the application.
3. Obtain supervisor signature on the application
4. Submit the online application to the Tuition Assistance Online email address before the application deadline.
5. If any class is dropped after registration, you must notify the Department of Human Resources immediately by sending an email to tuitionassistance@odu.edu

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.