

Old Dominion University
**Instructional & AP Faculty 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 and have completed one full year of service at the University at the time of the 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, you must be admitted to the university as a student. Faculty members can only use tuition assistance for courses taken at Old Dominion University and enrolled in a degree seeking program.

The deadline for submission of application 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:

Subject to the availability of funds, the allowable amount of credit hours each 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.

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 Instructional and AP Faculty Tuition Assistance Online Application.
2. Sign and date the application.
3. Obtain supervisor signature approval 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, notify the Department of Human Resources immediately by emailing 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.