

**Employee Tuition Assistance – External Courses**

**Policy Number:** 404

**Categorized:** [Human Resources](#)

**Responsible Office:** Human Resources

**Subject:** Policy and procedures for granting tuition assistance to eligible employees for non-NOVA courses

**Related Policies:** [Educational Leave](#)

**Procedures:** [404P](#)

**Additional Information:** [Human Resources Organizational Learning and Development](#)

**Effective Date:**

**Last Reviewed Date:** 06/13/2020

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**1. Scope**

This policy applies to all employees who meet the eligibility criteria for tuition assistance as described in the accompanying procedures.

**2. Policy Statement**

The President of Northern Virginia Community College is authorized to provide tuition assistance to members of the faculty and staff for professional improvement activities. Tuition assistance shall be granted only after the member of the faculty or staff has received approval for participation in the professional improvement activity.

The College considers tuition assistance requests from eligible employees who apply. Management considers requests based on staffing constraints, budget availability, and business needs.

Administrative Council members approve tuition assistance requests according to college and campus priorities. Tuition assistance funds are allocated based on a priority system as follows:

- a. Employee is required to take the course by supervisor due to immediate college need (supervisor should discuss implications with Human Resources).
- b. Employee requests job-related coursework.
- c. Employee is enrolled in a degree program and needs to take courses to fulfill degree requirements.

Tuition assistance is neither a guaranteed benefit nor an entitlement of employment at NOVA. Employees must meet established eligibility criteria and follow application procedures for tuition assistance.

### **3. Definitions**

Degree requirement: Academic courses taken at regionally accredited institutions:

- a. To enable qualified administrative and teaching faculty to attain advanced degrees for the maintenance of established standards of the college or to meet specific needs that have been authorized by the college.
- b. To enable classified employees to complete degree programs which will enhance job performance or support the mission of the college.

Job Related: Education or training related to employees' current positions to meet one of the following objectives:

- a. To provide training for new employees meeting only minimum qualifications who were appointed to positions because better qualified applicants were not available.
- b. To provide training in the use of new or modified methods and equipment.
- c. To provide training in skills and knowledge required by changes in the employee's current position.
- d. To help keep the employee's knowledge current with advancements in their field.

Successful completion:

- a. For credit bearing courses, must receive a grade of "C" or better.
- b. For Continuing Education classes, a "P" or Certificate of Completion is satisfactory. CEUs must be earned.

Tuition assistance: financial support for approved educational courses or the acquisition of job-related degrees. The financial support shall consist of the cost of tuition and mandatory fees only. Mandatory fees are limited to \$100 per semester.

### **4. Procedures**

See [404P](#).

### **5. Authority**

VCCS Policy 3.10 Educational Assistance

Northern Virginia Community College Board Policy and Procedures Manual, 7.200