

# UVA Academic Division Education Benefits

## Frequently Asked Questions

### What are Education Benefits?

- Central or departmental financial support for approved educational activities.

### Who is eligible?

- Regular full or part time benefited employees with more than 1 year of service are eligible.

### Who is not eligible?

- Temp, Wage and other non-benefited employees are ineligible for this program.

### What is the difference between tuition, professional development and departmental funding?

- To qualify for tuition funding, courses must be for-college credit taken towards a degree or certificate program at an accredited university or institution.
- To qualify for professional development courses or conferences must be job related, career growth related, or a developmental opportunity outlined in the employee's performance plan.
- Departmental funding is pre-approved by the department and can be used for courses, conferences, or activities agreed upon by the employee and the department.

### What is an eligible course for tuition?

- To be eligible for tuition, employees must be obtaining transferable college credits towards a degree or certificate program at a nationally recognized, accredited institution. These courses do not need to be related to your position at UVA.

### What is eligible for professional development?

- To be eligible for professional development the courses or conferences must be directly related to the employee's position at UVA or be a part of the employee's performance plan.

### What is eligible for departmental funding?

- Individual departments can offer departmental funding for things that they deem valuable to their department. These may be ineligible expenses for either tuition or professional development or funding beyond the \$4360 that is allotted for each eligible employee from UVA central funding. Employees must submit a PTAO/Charge number from the department granting the funds in their request in Workday.

### Why do I need a PTAO for departmental funding?

- If employees are using departmental funding, the department has approved for them to use the funds from their department for their expenses. The department extending this benefit must supply the PTAO/charge number for their department in order for the benefit to be paid out from their funds.

**What are considered ineligible expenses?**

- Ineligible expenses consist of personal enrichment courses, sports, games, hobbies, workshops, seminars, management/leadership development programs or courses, special examinations for admission to degree programs, private consultant refresher courses to take examinations and admission examinations. Courses related to mindfulness, yoga or other similar related course are not eligible. Exam fees, certification and re-certification fees, technology fees, student fees, licensure and re-licensure fees, subscription fees, books, materials, travel and lodging and food are ineligible expenses.

**Who makes the decisions on eligible educational activities?**

- Benefits Partners make decisions on what educational activities are eligible based on the Education Benefits Policy and IRS regulations.

**I don't agree with my education benefits decision. What can I do?**

- There is an appeals process for those that do not agree with the decision on their education benefits request. The process is located within the education benefits policy here.  
[https://hr.virginia.edu/sites/default/files/PDFs/UVA\\_Education\\_Benefit\\_Policy\\_2018.pdf](https://hr.virginia.edu/sites/default/files/PDFs/UVA_Education_Benefit_Policy_2018.pdf)

**How do I request education benefits?**

- Education benefits request are completed through Workday. There is a job aid on the HR website - <https://workday.hr.virginia.edu/>

**When can I request education benefits?**

- Employees can submit education benefits requests prior to or after the course or event.
- The following documentation must be submitted in Workday no later than 30 days from course/conference end.
  - Documentation of grades for tuition funding (passing grade of "C" or better)
  - Documentation of payment for tuition funding
  - Proof of attendance and payment for professional development funding
- Failure to submit documentation within the timeline could require employees to repay the funding to UVA.

**How do I submit documentation?**

- Documentation is submitted in Workday. From your Workday profile click the small round picture in the top right corner – click view profile. Under the large round picture on the left side click overview. At the top of the page click Documents on the far right of the screen. Click Add to add documents.

**How can I see the status of my request?**

- From the employee's Workday inbox, click Archive, click on the request, and click Process. Comments and approval status will appear here.

**How much funding can I receive?**

- Each eligible employee is allotted \$4360 annually for education benefits. \$2000 of the \$4360 can be used for professional development if the employee chooses.

**How do I get the funds?**

- Funding is dispersed through the payroll process. Employees receive funding in their payroll checks.

**How long does it take to receive the funds?**

- Please allow up to 2 pay periods from the approval date to receive funds in your payroll check.

**Are the funds taxable?**

- Education benefits up to \$5250 annually are non-taxable. Any departmental funding granted to an employee over \$5250 during the year will be taxable income.

**Can the funds be paid directly to a school at UVA if I am taking a course at UVA?**

- No. The process must be completed through payroll and it will be the employee's responsibility to pay the schools.

**Do I have to pay back the funds if I leave my position with UVA?**

- Employees must remain employed by UVA through the end of their course or conference. If employees leave UVA during their course, before completing, they will be responsible for repaying the funding amount granted for that course.

**How do I repay education benefits that I didn't use or need?**

- If employees are given education benefits funding and the course/conference is cancelled, they would need to repay the amount that they were given. Please send an email to [ASKHR.virginia.edu](mailto:ASKHR.virginia.edu) to make a request to return the funds to UVA. This will be completed by a payroll deduction.