

Medical Center Education Benefits Program

I. Overview

To recruit, develop, engage, and retain a quality workforce requires investment in the ongoing career and educational goals of employees. The Medical Center provides centrally funded Education Assistance for professional credentialing certification and academic coursework that includes two components: Tuition and Professional Certification. These are two separate offerings with different requirements and financial amounts. In addition, departments may choose to offer additional education benefits through departmental funding. Education Assistance is paid through your paycheck within two pay periods from the date of approval. Employees are encouraged to submit requests far enough in advance to obtain approval prior to registering for courses.

The final date for annual submission is posted on the UVA HR Education Benefits page.

II. Regulations & Definitions

A. Eligibility

An employee is eligible for Education Benefits if the following conditions apply:

- Currently employed at the University of Virginia in a benefited position for at least 6 months by the start date of the program, and intends to, and does, remain on the active payroll during the entire term of the class.
 - Rn Clin. 1's are eligible date of hire for programs starting on or after hire date.
 - Earn While You Learn participants enrolled in the following programs, with no waiting period:
 - EMT
 - Phlebotomy
 - Sterile Processing Technician
- Eligible service time includes direct transfers from the UVA Academic Division or within UVA Medical Center departments, provided there is no break in service, and both roles are benefits eligible.
- Transfers from other state agencies, as well as transitions from temporary, wage, or other non-benefited employment, are not considered eligible service time.
- Successfully completes the course, defined as receiving a grade of "C-" or better, or "passing" when the course was taken pass/fail (see below for further details).
- Provides the required documentation (proof of itemized invoice, proof of payment and proof of successful completion) after completion of the course.

B. Qualifying Courses

To qualify for the **Tuition Benefit**:

- The Team Member must be enrolled in for-credit courses working towards Associate's, Bachelor's, Master's, or Doctoral degree.
- Courses must be taken at nationally recognized (U.S. Department of Education or American Council on Education) accredited colleges, universities, or technical schools.
- The Team Member must receive a grade of:
 - Undergraduate courses: "C- "or better
 - Graduate courses: "B –" or better
 - If the course is not graded, documentation of pass (if pass/fail) shall serve as evidence of course completion.

To qualify for the **Professional Certification Benefit**:

- The professional credentialing certification must be job-related, and of value/benefit to the Medical Center, as determined by the department supervisor.
- Confirmation of mastery or competency must be awarded by a third party, standard setting organization (e.g., ANA, AMA, AAP, etc.) which results from an assessment process with ongoing requirements to maintain the credentialing certification (ex. Certification in Critical Care Nursing (CCRN).
- Eligible courses must meet one of the following applicable criteria:
 - English as a Second Language (ESL), literacy, and related classes
 - Lean or other related classes
 - Review course for a professional credentialing certification that is of value/benefit to the Medical Center
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Accredited Education Institutions

Courses must be taken from educational institutions accredited by recognized accrediting agencies and institutions, including those approved under government education and training programs. U.S. Department of Education and American Council on Education Courses will be sources used to verify approval. Visit [U.S. Department of Education](https://www.ed.gov/) for resources about accreditation.

Non-eligible Programs or Expenses

Examples of non-eligible programs and expenses include but are not limited to:

- CEU fees, conferences, licenses, memberships, personal enrichment courses, sports, games, hobbies, workshops, seminars, management development programs, special examinations/prerequisite courses for admission to degree programs, private consultant refresher courses to take examinations, subscriptions to learning sites, certificate programs and admission examinations are not eligible for reimbursement.
- Courses related to mindfulness, yoga, and other similar-related courses should be supported through Hoos Well or other vendors and are not part of the Education Benefit program. Books, materials, travel, lodging, and food are not eligible expenses.

C. Amount of Support

General Terms

The amount of the benefit is calculated based on credentialing certification fees and tuition only. Other fees and expenses are not covered under this program (student activity, library fee, etc.).

- Tuition is calculated using the in-state tuition rate (where applicable), regardless of the residency status of the employee, and is based on the current tuition rate at the time of the request.

Amounts.

Education Assistance covers fees that are needed to successfully complete:

- Academic coursework (e.g., technology fees, lab fees, supplemental/differential charges for tuition, online course fees, etc.) up to \$5,250, fees unrelated to academic coursework are not covered (Ex: student activity fees, parking fees, etc.).
- Professional Certification:
 - Up to \$375 for required professional credentialing certification exams.
 - RNs may receive up to \$500 for their initial professional certification.
 - This applies only to RNs and only to the initial certifications and renewals.
 - Up to \$5,250 for eligible courses

Tax Implications.

The Internal Revenue Code (IRC) requires reporting and withholding of income and FICA taxes for Tuition and Professional Development Benefits whenever those payments exceed \$5,250 annually for each employee, to include scholarship funding. Information regarding federal tax regulations is available from various sources such as, but not limited to, the Internal Revenue Service, certified public accountants, accounting firms, and other companies providing individual tax services. Employees should refer to IRS Publication 970: Tax Benefits for Education for more information. Education Benefits are accrued in the calendar year that are received and cannot cross over calendar years.

- **Tuition is calculated at the in-state rate, regardless of residency.**

The benefit covers tuition and registration fees only, excluding other expenses.

Examples include but not limited to:

- Student activity fees, parking, books, travel, food, etc.

Examples:

- An employee requests \$1,500 tuition benefit in November 2025 for classes that begin in January 2026. \$1,500 is paid in 2025 and accrues in the 2025 calendar year.
- An employee requests \$1,500 tuition benefit in January 2026 for classes that began in December 2025. The \$1,500 is paid in 2026 and accrues in the 2026 calendar year.

D. Request for Education Benefits

To take advantage of the Education Benefits Program, employees must submit the request through [Workday](#).

- Requests may be submitted 90 days ahead of the start date.
- Requests for reimbursement (i.e.: event has been completed and paid for), may be submitted no later than 6 months **after** the start date.
- Funds may only be requested once for each class/program (i.e.: cannot request funding in December, and remaining balance in January).

E. Process for Payment

Approved funding is paid to the employee in the next available paycheck after a request has been reviewed. Employees should submit documents via the Workday inbox task within 30 days of course completion. See [Substantiation FAQ](#) for more information.

Returning Funds

Failure to complete all documentation requirements will result in full repayment of the benefit as a deduction from the employee's next available paycheck.

- Employees who leave employment at the Medical Center and are not transferring to the Academic Division will be required to repay any education assistance received within six (6) months prior to their termination. Appropriate deductions will be made to recoup the full amount of assistance payments from the employee's final pay. If an employee does not register for, or stops attending, a course for which he or she has received an education benefits disbursement, the employee is responsible for immediate repayment of the full amount of the benefit disbursement.
- If there is an outstanding substantiation that is more than 30 days overdue, it needs to be resolved before additional funds can be issued.
- Ineligible expenses identified during the substantiation review will require repayment.

No further benefits will be issued until repayment is complete.

Please contact askhr@virginia.edu for more information.

Source of Funds

Educational Assistance is centrally funded and is administered by Human Resources. The employee's department may provide additional departmental funding if applicable. Education Assistance payments can only be made to the employee.

Education benefits will only be applied to tuition paid out-of-pocket by the employee. Any amounts covered by grants, scholarships, or other forms of assistance will not be included in the total eligible amount.

Tuition paid with student loans must be supported by documentation confirming the loan was disbursed.

Appeals Process

Employees may appeal an Education Benefits denial within 2 weeks of the denial notification. Appeals may be submitted using the link below:

[Appeal Submission](#)

A decision should be made within 2 weeks following receipt of the appeal. Education benefit denials that are appealed and approved cannot be retroactively applied toward a previous calendar year.