

Education Benefits Frequently Asked Questions

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FAQs-Eligibility

What are Education Benefits?

- *Central or departmental financial support for approved educational activities.*
 - **Central funding:** Use of annual allotment of your Education Benefit funds from Human Resources.
 - **Departmental funding:** Your department or another department is paying for the program outside of your Education Benefit limit.

FAQs-Eligibility Details

Who is eligible?

- **Academic & Medical Center:**
 - Regular full- or part-time benefited employees with more than 6 months of service by the start date of the program are eligible.
 - RN Clin 1's are eligible date of hire.
- **Departmental funding:** Individual eligibility for funds and utilization is determined by the department. Please consult with your manager before requesting departmental funding.

Who is not eligible?

- **Academic & Medical Center:**
 - Temporary, wage, students, and other non-benefited employees are ineligible for this program.
 - Employees with less than 6 months of consecutive benefited service.

What is an eligible course for tuition?

- **Academic:** Obtaining transferable college credits toward a degree or for-credit certificate program at an accredited institution. These do not need to be job-related.
 - **Medical Center:** Obtaining transferable college credits toward a degree program at an accredited institution. These do not need to be job-related.
 - **Other eligible courses:**
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- English as a Second Language (ESL), literacy, and related classes
- LEAN (or other similar programs) that benefit the Medical Center
- Review course for professional credentialing certification that is of value/benefit to the Medical Center as determined by the department

What is eligible for Professional Development (Academic ONLY)

- Funding is available for job-related or career-growth related offerings relevant to your current job courses, conferences, or initial certification exams.

What is eligible for professional credentialing certification (Medical Center ONLY)

- Certifications which lead to credentialing requirements related to your current job
- Must be provided or sponsored by a recognized provider of professional credentialing certification
 - **Other eligible courses:**
 - English as a Second Language (ESL), literacy, and related classes
 - LEAN (or other similar programs) that benefit the Medical Center
 - Review course for professional credentialing certification that is of value/benefit to the Medical Center as determined by the department.

I earn CME credits for my program; does that count towards tuition or professional development (Academic ONLY)?

- For-credit courses usually contribute to formal educational qualifications (such as degrees), whereas CME is intended for professional development without the need for formal academic credit.
- **For-credit:**
 - This typically refers to educational courses or programs **that are eligible for academic credit**. These are often part of a degree or certification program, and successful completion may count toward earning a degree, diploma, or certificate. These can be undergraduate credits or graduate credits.
- **CME:**
 - CME refers to educational activities designed for professionals, to maintain, develop, or increase their knowledge, skills, and professional performance. Certification holders are often required to attend CME-eligible events to maintain their certification.
 - CME credits are required for maintaining professional licenses or certifications, while for-credit courses are part of structured educational programs leading to academic credentials.
- To qualify for **tuition** a program must be **for-credit toward a degree or for-credit certificate**. Otherwise, it *may* fall under professional development if within policy parameters.

What is considered an ineligible expense?

- Including but not limited to:
 - **Academic:**

- 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 courses
 - Exam fees (if not an initial exam for certification in a job-related professional organization)
 - Books
 - Travel
 - Food
 - Lodging
 - Licenses
 - Professional membership
 - Prerequisite courses to enroll into degree programs
- **Medical Center:**
 - Professional development programs that are not credit-based classes working toward a degree
 - Certificate programs
 - Professional development programs that are not position-related
 - Credentialing certifications that are not related to current job and do not benefit the Medical Center
 - Licenses
 - Professional membership
 - Subscription fees to learning sites
 - Books
 - Materials
 - Conferences
 - Prerequisite courses to enroll into degree programs
 - 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
 - ***See Academic or Medical Center Policy for more details on ineligible expenses.**

What if I need prerequisites to get into a new degree program?

- You must pay for those yourself; benefits apply only after you are accepted and enrolled into the degree program.
 - The new degree program that an employee is enrolling into may be eligible.
 - Example:
 - An employee needs to take prerequisites to enroll into MBA program. The prerequisites would not be covered BUT once accepted into the MBA program, the courses associated with the MBA program may be covered.

Can I request central funds to reimburse my department?

- It is not permitted for employees to seek education benefit funding to reimburse a department for an expense. Education benefit funds are designed to support individual professional development or tuition expenses and cannot be used to reimburse departments after they have covered the cost.

What is eligible for departmental funds?

- Departmental funding may be available for additional tuition or professional development expenses beyond the \$5,250 UVA central funding limit, subject to departmental approval and use guidelines. Employees must submit an FDM/Worktag in Workday.
 - **Note:** Memberships are not eligible for reimbursement through education benefit funding, this includes departmental funds.

Why do I need the FDM/Worktag information for departmental funding?

- Employees seeking departmental education benefit funds need to provide full Worktags/FDM Values for HR team members to process the request. If you are not sure what information to provide, please consult with your manager.

Who makes the decisions on eligible activities?

- HR education benefit team members make determinations based on program eligibility within program parameters, employee eligibility, and available funding.

I do not agree with my education benefits decision. What can I do?

- Employees may submit an appeal within 2 weeks of receiving a denial.
 - [Education Benefit Appeal Link](#)

FAQs-Request Education Benefits

Am I allowed to request funds in advance if the program begins after I reach my 6-month eligibility mark?

- Funding is available for programs starting on/after an employee's 6-months of continuous benefited service.
- Even if a program starts on/after that date, an employee **may not seek funding ahead of their 6-months of eligible service.**

How do I submit a request?

- See job aid for assistance: [Education Benefit Job Aid](#)

When can I request funds?

- 3 months ahead of program start date, (ACD Only: conferences up to 5 months).
- Up to 6 months after the program start date.

Advanced funding vs reimbursement?

- **Advance funding:** Applies when the program has **not yet been completed**. Either because it has not started OR the end date has not yet passed.
 - **Employees have two options:**
 - Pay for program upfront and keep funds as self-reimbursement once approved.
 - Request funding in advance of program starting or ending and then pay for program.
- **Reimbursement:** Program has already been completed and paid for by employee.
 - Required to provide proof of payment and completion when submitting a request for funding.
 - Reimbursement requests may be submitted up to 6 months after the program start date.

Why are memberships not covered?

- Memberships, licenses fees/dues are not eligible under the education benefits program; this includes when a department is covering the expense. These items are considered business expenses and cannot be covered.
- Memberships are not covered even if it is bundled with a conference cost OR required to attend a conference.
- If a department wishes to cover the expense, they will need to do so outside of education benefits.

How can I see the status?

- Search “education benefit request” in Workday>See status column for the status.
 - To see further information on the status click the blue status link>process tab.

FAQs-Funds & Payments

How much funding do I get?

- **Academic:**
 - Tuition: \$5250
 - Professional Development: \$2000 (can be used with tuition funding)
 - Ex: Employee received \$2000 in professional development and has \$3250 remaining to use for tuition.
- **Medical Center:**
 - Tuition: \$5250
 - Certification renewals: \$375
 - Initial certifications: \$500 for RN's only

How long does it take to receive funds?

- Please allow up to two pay periods to receive funds upon approval.

Are funds taxable?

- Funds are taxable in the event more than \$5250 is issued.
 - Examples of instances that can occur:
 - A medical center employee receives \$5250 and \$375 for certification.
 - An academic employee receives \$5250 from central and \$100 from departmental.

If my program is at UVA, can you pay them directly?

- Funds are paid directly to the employee and included on their next available paycheck. Employees are responsible for paying their institutions directly, even when programs are taken at UVA.

Do I have to return funds if I leave UVA?

- **Central funding:**
 - **Academic:** You must remain employed by UVA through the end of your program and provide required documentation. If you leave UVA before completing your program OR fail to provide required documentation, then you will be responsible for repaying the funding amount granted for that program. The funding will be deducted from your final pay, as well as by collection efforts for unpaid amounts.
 - **Medical Center:** You must remain employed by the UVA Medical Center for six months following receipt of Education Assistance funding and you must provide required documentation. If you leave prior to the six-month requirement OR fail to provide required documentation, then you will be responsible for repaying the funding amount granted for that program. The funding will be deducted from your final pay, as well as by collection efforts for unpaid amounts.
- **Departmental funding:** At discretion of the department-please consult with your manager.

How do I return funds?

- Email askhr@virginia.edu with the following information:
 - Subject line:
 - Education Benefits Repayment
 - Month/year request was made
 - Amount requested
 - Amount to return
 - Reason for repayment
- No additional funds may be issued until the repayment has been completed.