



Administrative Regulations Office of the Mayor

Title: TUITION ASSISTANCE POLICY

A.R. Number: 7.6 **Effective Date:** 2/1/2007 **Page:** 1 of 2

Supersedes: Tuition Assistance Policy **A.R.:** 5.14 **DATED:** 9/1/2004

I. PURPOSE

The Tuition Assistance Program encourages a qualified person to remain in City Services; to aid in attracting desirable new employees; to improve the quality of leadership in City Operations; and encourages continued training and education for potential advancement in City Services.

II. POLICY

City employees desiring to begin and/or continue their college education, technical training or pursue job related training, may be granted tuition assistance for the tuition cost of job related courses up to a maximum of three courses in any fiscal year. A supervising authority and the Appointing Authority under the following terms and conditions must approve courses. Funding (if any) and processing of tuition assistance requests/applications is performed at the respective department/agency level.

III. PROCEDURE

A. ELIGIBILITY REQUIREMENTS:

1. Tenured classified City employees who have successfully completed probation and have performed at the "Successfully Meets Expectations" on their most recent performance evaluation.
2. Applicants' school of enrollment must be listed as an "Accredited Institutions of Higher Education" issued by the U.S. Department of Health, Education and Welfare and quality in one of these categories:
 - a. Evening school or other similar part time courses offering college credit;
 - b. Group training in conjunction with an accredited institution of higher learning and providing college credit for the course involved;
 - c. College or technical courses of recognized worth, sponsored by an accredited school but not carrying academic credit.

B. CONDITIONS AND LIMITATIONS OF REIMBURSEMENT:

1. Each course must be related to the applicant's present position with the City. All courses must be taken through an accredited technical or vocational center, high school, college or university.
2. Reimbursement will be based on available funds and assistance will be made for tuition fees only. Reimbursement will not be made for laboratory fees, textbooks, supplies, transportation, parking stickers, registration, etc.
3. The City will not provide reimbursement for auditing courses.
4. Courses must be related to the employee's present position.
5. All tuition reimbursement requests must be submitted to an Appointing Authority in advance for approval. These submissions must be received within a reasonable period and prior to the day the class starts. Failure to timely submit the request may cause it to be denied at the discretion of the Appointing Authority.
6. City employees receiving financial assistance through grants, scholarships, the Veterans Administration or any other State or Federal Agency are ineligible for financial assistance from the City of Richmond.
7. Employees will not be reimbursed for dropped courses or course changes.
8. Employees must attain the grade of "C" or greater for reimbursement for undergraduate courses and the grade of "B" or greater for graduate courses.



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C. APPLICATION PROCEDURE:

1. A copy of the Tuition Assistance Application Form will be returned to the employee as notice of the status of his/her application.
2. Applicants must complete all information requested on the Tuition Assistance Application Form. Incomplete applications may be subject to rejection.
3. All applicants for the Tuition Application Programs must sign a "Statement of Understanding" as required by the Virginia Privacy Projection Act of 1976. Once signed, future signatures are not required for subsequent applications.
4. The application must have the recommendation of the Appointing Authority.
5. A legible copy of the official transcript or grade for an approved course for reimbursement along a copy of the approved application must be forwarded to the applicant's Appointing Authority within thirty (30) calendar days of the ending date of the course. Any transcript or grade for completion of courses received after this time will be subject to possible rejection. (Reimbursement will be denied for final grades of course not approved on the original Tuition Assistance Application Form)
6. Reimbursement check will be mailed to the employee's home address, unless otherwise instructed by the employee.

IV. REGULATION UPDATE

The Office of the Mayor and the Department of Human Resources shall be responsible for modifications to this Regulation.

APPROVED:

MAYOR