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 earn college credit, and will be 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 within their current field.

➢ *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 job or career-growth related offerings relevant to your current job.

➢ The offerings must be provided or sponsored by a recognized provider of professional development experiences.

➢ Professional development funding can also be used to fund the cost of an initial exam for a job-related professional certification.

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 $5,250 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, then the department has approved for them to use the funds from their department finances for their expense. The department extending this benefit must supply the PTAO/charge number for their department for the benefit to be paid out from their fund.

What are considered ineligible expenses?

➢ Ineligible expenses consist of:

  o 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
  o Courses related to mindfulness, yoga or other similar related course are not eligible
  o Exam fees (if not an initial exam for certification in a job-related professional organization)
  o Certification and re-certification fees, technology fees, student fees, licensure and re-licensure fees
  o Subscription fees sites (exceptions: 1-sites that earn CEU's and/or credit toward professional certifications, 2- CBT Nuggets, Code Academy, and Pluralsight for ITS employees)
  o 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 Program 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 Program.

How do I request education benefits?

➢ Education benefits request are completed through Workday using the job aid as needed.

When can I request education benefits?

➢ Employees can submit education benefits requests prior to or after the course or event.

➢ Requests can only be approved within a quarter of the start date (ex: January requests can cover course start dates from Oct of the previous year to April of the current year).

When do I submit documentation for my education benefits?

➢ You will receive a task in your Workday inbox the day after your class ends
➢ You must upload the documents within 30 days of receiving this task

What documents do I have to upload to complete education benefits?

➢ Itemized invoice and proof of payment
➢ *Tuition* – proof of passing grade ("C" or better)
➢ *Professional Development Class* – proof of completion
➢ *Professional Development Conference* – proof of attendance (thank you email, letter/email confirmation from conference, printed program, or screenshot with conference branding)

Type of Education Benefit	Required Proof of Completion/Attendance
Tuition	Required Proof of Completion
Degree related course	Grade report, or transcript
Credit-based certificate	
Professional Development	Required Proof of Completion/Attendance
Conference (job-related): In-person	Photo of your conference ID badge (with branding), a photo of the program (with branding), or an email/letter from the conference administration confirming attendance
Conference (job-related): Virtual	Screenshot of conference (with branding), a thank you for attending email, or an email/letter from the conference administration confirming attendance
Certificate (non-credit based)	Copy of the certificate
Non-Credit Course/Program (CEU's)	Completion certificate, evidence of CEU submission, or an email/letter from the programing confirming satisfactory course completion
Non-Credit Course/Program (job-related)	Completion certificate, or an email/letter from the program administrator confirming satisfactory course completion

How do I submit documentation?

➢ Follow the instructions in the Upload Grades & Proof of Payment section of the job aid.
➢ Contact askhr@virginia.edu if you need assistance.

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 $5,250 annually for education benefits. $2000 of the $5,250 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 $5,250 annually are non-taxable. Any departmental funding granted to an employee over $5,250 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 before completing their course or conference, then 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 receive education benefits funding and the course/conference is cancelled, then they would need to repay the amount that they were granted.

- Please send an email to askHR@virginia.edu to make a request to return the funds to UVA. This will be completed by a payroll deduction.