



Opportunity Lives Here

Southern Virginia Higher Education Center Policy

Policy # 1105

Policy Title: EDUCATIONAL ASSISTANCE POLICY

Responsible Oversight Director: Chief Finance and Operating Officer (CFOO)

Date of Current Revision or Creation: January 3, 2011

A. PURPOSE

The purpose of this Southern Virginia Higher Education Center (SVHEC) policy is to provide the information needed to obtain monetary assistance for course tuition toward a degree program for Agency employees.

B. AUTHORITY

[Virginia Code Section 23-231.24-29](#), as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

C. DEFINITIONS

Germane – Relevant to current or future work or position.

HEI – Higher Education Institution.

D. SCOPE

This SVHEC policy and related procedures are applicable to all SVHEC employees. Matters pertaining only to the internal procedures of a given department or office are not considered to be within the scope of this policy. The website <http://www.svhec.org/svhec-policies>; is the official location of SVHEC policies.

E. POLICY STATEMENT

When the SVHEC requires an employee to take a course, the agency will reimburse 100% of the tuition. If the employee requests tuition reimbursement, for a course or courses not required by the Agency, the agency may elect to cover 50% of the tuition costs.

Educational assistance must be requested using the Educational Assistance Agreement and approved by the requesting employee's supervisor and the Chief Finance & Operations Officer prior to course registration. Reimbursement of tuition will be paid after the class is completed successfully with a course grade of "C" or better. The employee must provide the transcript recording the final course grade and an invoice showing tuition paid to the CFOO.

SVHEC Management will have the authority to decide whether the employee requested course work is germane to the employee and their current or future potential position with SVHEC. Budget availability will also be taken into consideration with approval coming on a first come first served basis in each fiscal year. Any exceptions to this policy must be properly documented and approved by the employee's supervisor and the CFOO.

F. RELATED INFORMATION

[Educational Assistance Agreement](#)

¹Procedures are not a part of the policy document. They are maintained separately.

POLICY HISTORY

Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:

Patricia M. Nelson

Responsible Oversight Director's Signature

7/1/2013
Date

Executive Director – Provisional Approval of Policy:

Betty H. Cole

Executive Director's Signature

7/1/2013
Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

Board of Trustee – Approval of Policy:

Chairman's or Designee's Signature

Date

Policy Revision Dates: December 12, 2013

Scheduled Review Date: December 2018