

**VIRGINIA COMMUNITY COLLEGE SYSTEM
EDUCATIONAL AID REQUEST**

Employee Name _____ **SSN** _____ **Orig. Appt. Date** _____ **Pos. No.** _____

College _____ **Title or Rank** _____ **Division** _____

School to be Attended _____ **Teaching Field** _____

No. Hours Approved To Date This Fiscal Year: Sem. Hrs. _____ Qtr Hrs. _____

- After Hours Study
- During Hours Study (Only 3 credit hours*, can be approved. If more, leave with partial pay rules must apply)
- Leave of Absence With Pay for Resident Study (Promissory Note Must be Completed)
- Leave of Absence Without Pay (If Educational expenses are being paid, promissory note must be completed)

Time study is to be pursued (days of week, time) _____

Course No.	Course Title	Sem. Hr.	Qtr. Hr.	From - To \$ Amount	Dates
------------	--------------	----------	----------	---------------------	-------

Tuition \$ _____ **Fees \$** _____ **Total \$** _____

Amount of salary if for leave with partial pay (Maximum of 1/2 salary) \$ _____ **Grand Total \$** _____

JUSTIFICATION

Purpose of aid (see reverse side for applicable letter designation): _____

AGREEMENT

- I agree to furnish the Virginia Community College System with an acceptable record showing titles of courses taken, number of credit hours, and grades received or notation of progress achieved. For advanced studies or research, an appropriate work description and notation of satisfactory progress from the institution is acceptable.
- I understand that I will be reimbursed for tuition and fees upon satisfactory completion of the study undertaken. This reimbursement may be subject to taxation per IRS Regulations.
- If granted a leave of absence with pay for resident study or if granted a leave of absence without pay and I receive payment for educational expenses, I will execute a promissory note.
- This educational aid request may be cancelled in whole or in part, upon written notification by the employee, the college or the Virginia Community College System, at any time but no later than ten calendar days prior to the employee's anticipated entry into the previously approved course work.

Date of Aid Request _____

Dean/Provost Approval

Employee Signature

President Approval

Division Chair/Supervisor Approval

*Semester or equivalent quarter hours

PURPOSES OF EDUCATIONAL AID FOR STATE EMPLOYEES

All education and training provided under the provisions of the State Educational Aid policy must meet the eligibility criteria of one of the two following categories:

1. **Job Related.** Education or training related to employees' current positions to meet one of the following objectives:
 - a. To train employees in the use of new or modified methods and equipment.
 - b. To train employees in skills and knowledge required by changes in the employees' current positions.
 - c. To train employees for advancement to positions for which qualified applicants are not otherwise available.
 - d. To train employees appointed with below-minimum qualifications because qualified applicants were unavailable.

2. **Degree Requirement.** Academic courses taken at accredited institutions to meet one of the following objectives:
 - a. To enable qualified administrative and teaching faculty to attain advanced degrees for the maintenance of established standards of the college or to meet specific needs that have been authorized by the college.
 - b. To enable classified employees to complete degree programs which will enhance job performance or support the colleges' missions.

Documentation of acceptance into a degree program and the program's course requirements will accompany a request for educational aid for criteria 2.a. and 2.b.

3. **Instructions for Payment of Educational Aid Reimbursements**
 - a. For each educational aid reimbursement, the following documentation is required:
 - (1) Copy(ies) of the approved VCCS-16;
 - (2) Copy(ies) of the grade report **; and
 - (3) Copy(ies) of the receipts reflecting payment of educational expenses.
 - (4) A completed accounting voucher;

 - b. Each college or System Office shall:
 - (1) Verify that the VCCS-16 has the appropriate approvals;
 - (2) Verify that reimbursement amounts requested on the invoice and courses shown on grade reports agree with amounts and courses approved on the VCCS-16; and
 - (3) Verify that satisfactory grades were received.

** Letter grades are not awarded on some Ph.D. work but a statement of satisfactory completion of the course(s) should be furnished.