

Educational Assistance

This is financial support to employees for approved educational courses at other accredited colleges or universities for the acquisition of job-related degrees, professional certifications, or licenses. Requests must be submitted by **July 1** for Fall semester, **December 1** for Spring semester and **May 1** for Summer semester.

- Full-time classified staff and teaching, professional, and administrative faculty are eligible.
- New employees have a one-year waiting period for financial educational assistance. Repayment to the College must be made if the employee leaves employment within one year of completing the course(s).
- Employees should submit the [PVCC Educational Assistance Request](#) form each semester to their immediate supervisor, who will obtain approvals from appropriate President's Staff members.
- Financial assistance is limited to six credit hours per semester.
- The College will pay for the actual cost up to a maximum of \$500/credit hour for graduate courses and \$250/credit hour for undergraduate courses, not to exceed \$5,250 per year (fall/spring/summer semesters combined).
- Books, supplies, travel or other related costs are not covered.
- Employees pay for courses up-front and, after submitting a grade report showing satisfactory completion of the course and a tuition receipt to Human Resources, will be reimbursed at the end of the semester.
- Satisfactory completion requires a grade of "C" or higher for undergraduate courses and "B" or higher for graduate courses.

Additional information can be found by viewing the complete [Educational Assistance Policy](#).