

Employee Tuition Assistance



As students return to campus for the fall semester, employees may begin thinking about their own personal and professional development using tuition assistance. Completion of performance evaluations and personal learning goals provide the perfect opportunity for employees to learn more about this valuable benefit.

JMU offers tuition waiver and tuition reimbursement as a benefit for eligible full-time and part-time employees. The Tuition Waiver Program allows employees to have tuition waived for courses taken at JMU. Tuition reimbursement is available for employees taking an approved course at another education institution. The cost of the class will be reimbursed if the program is to train employees on:

- the use of new or modified equipment
- skills and knowledge **required** by changes in current positions that maintains or improves skills **required** in the job
- or in the case of Tuition Reimbursement, to meet degree requirements in a program for which the employee is enrolled and the university does not offer an equivalent course

[Click here for information about eligibility, process, limitations, and more!](#)

Helpful Resources:

- [FAQ's](#)
- [Request for Tuition Waiver Form](#)
- [Request for Tuition Reimbursement Form](#)
- [Policy 1401](#) - Work-Related Education or Training from an External Source
- [Policy 1402](#) - Tuition Waiver Program for Faculty and Staff Course Work Taken at JMU
- [Policy 1403](#) - A&P Faculty and Classified Staff Training & Development

Tip: Departmental approval for tuition assistance is required prior to the employee registering for classes.

Compensation Corner: Knowledge, Skills, Abilities, and Competencies

This is one of the 13 pay factors used for pay determination purposes. These are the job-related behaviors and attributes necessary to effectively perform a particular job. **Knowledge** refers to acquired principles and practices related to a particular job; **skills** refer to acquired psychomotor behaviors; and **abilities** are the talents, observable behaviors or acquired dexterity. Competencies are behaviors, knowledge and skills that directly and positively impact the success of the employee.