# **Under the revise Educational Assistance Program, do I still need to apply and be accepted as a William & Mary Student, as previously required?**

Yes, as this requirement has not changed.

* Employees participating in the educational assistance program are still subject to William & Mary’s normal admission requirements and other applicable policies and procedures.
* If you have a non-degree-seeking status, then remember to complete the *Non-Degree-Seeking Application* each semester. Visit [www.wm.edu/nds](http://www.wm.edu/nds) for more information.

# **Can an employee audit a William & Mary course and apply for Educational Assistance?**

Yes, an employee can **audit** a William & Mary course and **receive** educational assistance, as long as the employee receives a “pass”.

# **Can an employee’s spouse audit a William & Mary course and apply for Educational Assistance?**

An employee’s spouse can **audit** a William & Mary course, but they **cannot** receive educational assistance, as the Commonwealth of Virginia does not allow public institutions to provide this benefit to employee family members.

# **Are the online MBA, MSBA, EMBA or Education M.Ed. programs eligible for Educational Assistance?**

No, any online course managed directly by an outside third party **cannot** be included in the Educational Assistance Program at this time.

# **If I made course changes after submitting my Educational Assistance Form, do I need to submit a new form?**

Yes, you will need to submit a new form, as the course(s) listed on your submitted Educational Assistance Form must match the course(s) you actually took during the semester. When submitting the revised form, check the box labeled “*Check here if this is a correction to a previously submitted form*” and provide an explanation for why the form is being submitted again (i.e. Replaced the BUAD 6000 course with the BUAD 6500 course, Decided not to take one of the courses, added another course, etc.).

# **What if I realize I made a mistake on my Educational Assistance Form, immediately after submission?**

Contact your supervisor, let them know your form has an error and ask them to deny the request by checking the box labeled “*Educational Assistance Request has not been approved*” and provide the following explanation, “*Employee noted a mistake after submission.*” This allows the form to easily flow through the entire process as a ‘denial’, which does not mean anything other than it will not get recorded by any department because it essentially cancels the submission.

# **What if I realize I made a mistake on my Educational Assistance Form, more than a day after submission?**

Contact your supervisor to see if they have approved the form.

* If they HAVE NOT approved the request, then ask them to deny the request by checking the box labeled “*Educational Assistance Request has not been approved*” and provide the following explanation “*Employee noted a mistake after submission.*” This allows the form to easily flow through the entire process as a ‘denial’, which does not mean anything other than it will not get recorded by any department because it essentially cancels the submission.
* If they HAVE approved the request, then you will need to submit a new form. When submitting the new form, you must check the box labeled “*Check here if this is a correction to a previously submitted form*” and provide the following explanation, “*An error was noted after my supervisor approved the request*.”

# **I submitted my Educational Assistance Form a few weeks ago, but I still have not received an email letting me know that it has been processed?**

Student Accounts cannot process your form until semester charges have been posted to your account. Therefore, you may not receive an email notification for several weeks to months after submission, depending on when you submitted your form in relation to the semester. For example, Fall semester charges are not posted until July 1st. So if you submitted your form in March, when registration opens, then you will not get a confirmation email until mid-July.

# **I am a part-time employee, how will I know if I qualify to participate in the Educational Assistance Program?**

If you work a reduced schedule, but you participate in an ORP or VRS retirement plan, you are eligible. If you are an hourly employee and have been notified that you qualify for paid time off during the current leave year (January 16 - January 15), you are eligible. If you are still unsure, please contact the Office of Human Resources at [askHR@wm.edu](mailto:askHR@wm.edu).

# **If I cannot take a class or program at William & Mary, but another institution has the class or program I need, how can I ensure that the outside class qualifies for an Educational Assistance Reimbursement?**

You will need to complete the Educational Assistance Reimbursement Approval Form (*still in development*) and submit it to your supervisor for their approval. Since the entire reimbursement amount is charged to your department’s budget, it is essential that you get this approval BEFORE registering or taking classes at another institution. If prior approval is not received, then your reimbursement request may be denied.