

## Tuition Benefit for Faculty

Vanderbilt offers our faculty a tuition benefit to further personal development and life-time learning.

### What's covered?

Faculty will receive a 47 percent discount on tuition for one course per semester, or three courses per academic year. In the case of a program consisting of modules rather than semesters, the discount applies to the modules and the benefit will apply to one 2-credit course per module, up to six modules per year for a maximum of 12 credits per year. The benefit begins after three months of continuous service.

### How do I apply for the Tuition Benefit?

Faculty may apply online through EdAssist starting **90 days prior to each class start date**. The DEADLINE to submit an application is **30 days after each class start date**. To apply:

1. Consult with your department chair or division director.
2. Apply online through EdAssist.
3. Submit documents online once the course is complete. Log in to the EdAssist Portal and upload documents (invoice, grade report, etc.) directly to your profile.
4. If all criteria are met, EdAssist approves your reimbursement and updates your status. EdAssist then sends the reimbursement information to Payroll for payment processing.
5. For questions on the process of applying or your application status, contact EdAssist. You can reach a live operator Monday through Friday 7 a.m. - 7 p.m. CT at 844-266-1532; log in and use the chat function to get an instant response; or submit a help ticket by clicking Contact Us from the left menu through the EdAssist Portal.

For a step-by-step guide, please see [EdAssist's Employee Tuition tutorial](#).

### Are there any restrictions on using the Tuition Benefit?

- Faculty must consult with department chair or division director prior to signing up for course.
- Courses must be taken at Vanderbilt.
  - Full-status faculty may use the tuition benefit for courses taken at another accredited University when the coursework relates to and either enhances or maintains current skills needed by the faculty member. This must be approved by the faculty member's dean and the provost.
- The continuation of the benefit is contingent upon continued employment at Vanderbilt.
- The benefit may be used only for tuition and not for room and board, books or meal plans.
- You must earn a grade of a "C" or higher to be reimbursed.

### Can I audit a class instead?

Yes, faculty may audit one course per semester without charge, with permission of the instructor.

For more information, see our [Faculty Manual](#) or visit [HR's Tuition page](#).