

## 4.1.7.7 Continuing Education Appeal

### Policy Information

#### Issuing Office

Financial Aid

#### Affected Parties

Students

#### Policy Language

Employees who are not eligible to receive a portion of their CE benefits due to an unusual credit hour count, such as 5 hours, may appeal the denial of their eligibility for the first three credit hours of the five hour course, if eligible, and pay for the remaining two credit hours out-of-pocket.?

#### Policy Rationale

This policy was implemented by Human Resources to provide a means to employees for appealing the use of the continuing education benefit.

#### Definition of Glossary Terms

**Continuing Education:** Benefit provided by Liberty University to eligible employees that assists financially in the expansion of education credentials.

### Procedural Information

#### Procedures

The employee must submit an explanation of mitigating circumstances and additional pertinent documentation to:

Liberty University  
Office of Human Resources  
1971 University Blvd.  
Lynchburg, VA 24515

#### Sanctions

Sanctions regarding the use of the Continuing Education benefit are outlined and maintained by Human Resources.

#### Exceptions

None