

EMPLOYEE EDUCATION PROGRAM (EEP) APPLICATION: JOB-RELATED COURSES AND CERTIFICATE PROGRAMS

Section 1: Employee Information

Employee Name (Last Name, First Name): _____

Workday ID: _____

Hire Date: _____

Department: _____

Job Title: _____

Email Address: _____

Supervisor's Name: _____

Section 2: Educational Institution Information

Course Type

- ☐ Undergraduate Course
- ☐ Graduate Course
- ☐ Certificate Course

Brown University*

Banner ID: _____

* The IRS allows employers to provide \$5,250 in tax-free tuition each calendar year. Those enrolled in job-related Graduate courses at Brown (level 2000+) will be taxed in compliance with IRS regulations on tuition that exceeds the IRS limit. University Human Resources (UHR) will notify and work with each applicant to set up a tax schedule.

Non-Brown**

Institution Name: _____

** Participants enrolled in non-Brown courses do not exceed the IRS calendar year limit of \$5,250 and therefore are not taxed.

Classroom Setting

- ☐ In-Person
- ☐ Online
- ☐ Hybrid

Are You Receiving Any Tuition Support?

(Ex: Non-EEP award money, grants, etc.)

- ☐ Yes
- ☐ No

If Yes, Amount: \$_____

Section 3: Requested Courses

Course Name	Course Number	Credit Hours	Start Date	End Date	Cost (Tuition Only)	Cost Per Credit
1.					\$	\$
2.					\$	\$
3.					\$	\$

Course Description:

- ☐ Attached

Section 4: Job-Related Justification

Employee Justification:

Please explain how the course(s) relate to what you presently do at Brown.

Supervisor's Justification:

Section 5: Employee Agreement

As a participant in Brown University's Employee Education Program, I hereby acknowledge that I have read and agree to comply with the terms and conditions stated in the University EEP program/guidelines.

I understand that if I terminate from Brown University for reasons other than layoff prior to the end date of my Brown course or should I not successfully complete my course(s), I will be responsible to repay Brown University the full tuition fee or a penalty fee.

I hereby authorize Brown University to deduct from my last paycheck(s) the entire amount of money owed, either the full tuition or the penalty fee pertaining to my situation.

If there are insufficient funds to cover the balance of tuition, I will make arrangements to repay Brown University.

I understand that reimbursement for non-Brown courses is conditional upon my satisfactory completion of the course.

I certify that I have answered the above questions accurately and I have declared any other sources from which tuition support has been obtained.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Submit completed applications to:

Email: educational_benefits@brown.edu

Mail: EEP, Box 1879

UHR Approval: _____

Date: _____