

# Employee Education Program

## EEP Application Guidelines

**Benefits Office**  
**Box 1879, Ext: 3-2459**  
**Fax #: 3-3158**

**The following guidelines apply to all courses at Brown, Continuing Studies at Brown, and/or to courses at other institutions**

### *To Be Eligible...*

You must be on the Brown University regular payroll working at least 67% time (1300 hours per year), be in good standing, and must have completed six months of employment at the time of application. You must be enrolled in a traditional degree program (**requiring regular classroom attendance**) at a degree-granting accredited college or university, **or** your courses must be job-related to your present position at Brown. You may also enroll in job-related certificate courses/programs at a degree-granting accredited college or university.

### *To Apply You Must...*

- √ Complete one EEP application for each course you plan to take
- √ Attach a course description and information indicating cost per credit
- √ Supply proof of enrollment in a degree program, if applicable
- √ Submit your completed signed **original** and **one** copy of your EEP application at least two weeks prior to the start of the course to Michele Wise, Benefits Office, Box 1879

### *And, Remember...*

- ▶ The EEP covers the cost of tuition only
- ▶ **On-line distance learning degree/certificate programs are not reimbursable under the current EEP policy**
- ▶ All EEP participants must submit a copy of the grade report at the completion of the course(s)
- ▶ Proof of tuition payment (student account summary) is required for reimbursement for non-Brown institutions
- ▶ Notify Michele Wise, x 3-2459, of any changes in your course work
- ▶ **Applications will not be accepted after the start date of a course**

**Distance Learning Option:** Eligible employees who are enrolled in a non-Brown traditional degree program (**requiring regular classroom attendance**) can now enroll in one distance learning course per semester.

Brown University is allowed by IRS regulations to provide up to \$5,250 per calendar year in tax-free educational assistance. If you exceed this maximum either at the undergraduate or graduate level, you will be taxed on the amount that exceeds this limit. (This applies to those enrolled in Brown courses)