



BROWN

Employee Education Program (EEP)

Application Instructions

Applications are due prior to the start date of the course
(two weeks preferred)

- Download the EEP application which can be completed on-line and then printed for supervisor justification (for job-related courses) and supervisor/employee signatures (for all courses)
- One application per course

What's required:

- A completed application with signatures from employee and supervisor
- Job-related courses require employee and supervisor to justify the job-relatedness as it relates to the employee's present position at Brown
- For degree candidates: proof of enrollment in degree program
(To be submitted one time only)
- Course description(s) required for all courses
- Provide cost per credit information. For multiple applications (one copy only)

Forward applications to any of the following:

Email: Michele_Wise@brown.edu

Campus Mail: EEP Program, Benefits Office, Box 1879

Fax: 401 863-9329

Approved applications will be scanned and forwarded to the employee's Brown email address



BROWN

Brown University—Benefits Office Employee Education Program (EEP) Application

(Applications are due prior to the start date of the course)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Workday Number	Last, First, M	Position Title

<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail	Department	Campus Phone

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Original Hire Date	Supervisor's Name	Ben%	Pay Cycle
For Office Use Only			

EDUCATIONAL INSTITUTION Brown Other: Name _____

COURSE INFORMATION

Course Title _____ Course Number _____
 Cost (Tuition Only) _____
 Course is Job related
 Degree-related

Number of Credits/CEUs _____ Dates: (From-To) -

DEGREE INFORMATION Degree Program **Type of Degree:** Associates Bachelor's Master's Doctorate

Letter of acceptance attached Letter previously submitted

Is this an online degree program? Yes No

Area of Study _____ Estimated degree completion date _____

Non-Degree Job-Related Courses Undergraduate Graduate

Explain how course is specifically related to your present position at Brown

Certificate Course/Program Number of courses in program _____ **Certificates consisting of six or more courses can be taken online**

Explain how course is specifically related to your present position at Brown

SUPERVISOR'S EXPLANATION The requested course is job-related because:

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 to 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.

Employee Signature Date _____ Supervisor's Signature (required for all courses) Date _____

Benefits Office Approval _____ Date _____

Forward the completed and signed EEP application to any of the following:
EEP Program, Benefits Office, Box 1879 | Fax: 401-863-9329 | Michele_Wise@brown.edu
Approved applications will be forwarded to your brown email address.