



BROWN

Non-Brown Courses

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

Benefit:

Unlimited degree or job-related courses not to exceed the calendar year limit of **\$5,250** (January 1- December 31).

- Courses must be taken at **degree granting accredited colleges or universities** recognized by the Department of Education and one of six regional accrediting agencies*
- The EEP application allows for up to three courses per application

[*Regional accreditation for courses and degree programs](#)

Grades:

- Employees must receive a grade of C, satisfactory, or pass.
- Upon course completion, submit your grade report and proof of payment (**itemized paid invoice**) to: Michele_Wise@brown.edu.

Reimbursement:

You will be reimbursed in one of two ways.

Tuition reimbursements will be direct deposited on the next available pay period, or if you do not have direct deposit, a check will be issued for the reimbursable amount.

The following expenses are not eligible for reimbursement under this program:

- Conferences, workshops and seminars
- Membership, licensing and exam fees
- Travel, lodging, meals and parking expenses
- Supplies and other miscellaneous fees