



Certificate Courses/Programs

List up to three courses per application

Benefit:

- Unlimited **job-related** certificate courses not to exceed the calendar year limit of \$5,250 (January 1 - December 31).
- Courses must be taken at a degree granting accredited college or university recognized by one of six regional accrediting agencies.*

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

***Regional accreditation for courses and degree programs**

Grades

- Employees must receive credit and/or 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