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 a grade of C, satisfactory, pass or certificate of completion
- Upon course completion, submit your grade report and proof of payment (**itemized paid invoice**) to any of the following: Michele_Wise@brown.edu | EEP Program, Benefits Office, Box 1879 | Fax: 401-863-3158

**Reimbursement:**
You will be reimbursed in one of two ways:

1. If you have direct deposit, the paid tuition amount on the **itemized paid invoice** will be direct deposited. You will see a separate line item under Earnings in your pay slip indicating the EEP.

2. If you do not have direct deposit, a check will be issued for the paid tuition amount listed on the **itemized paid invoice**. You will be notified through an email on the day your check is ready for pick up at Page-Robinson Hall, 2nd floor Business Center located at 69 Brown St.

**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