



Employee Education Program (EEP)

Brown University Courses

Application Instructions

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

List up to two (2) courses per application

- Applications **must** be completed in full with signatures from employee and supervisor
- Job-related courses require employee and supervisor justifications as to how the course(s) relate(s) to the employee's present position at Brown. Course description(s) are required for all job-related courses. (A link within the application is provided to access course listings)
- For degree candidates: proof of enrollment (letter of acceptance) is required (To be submitted one time only)

The IRS allows employers to provide \$5,250 in tax-free tuition each calendar year. Graduate degree candidates and those enrolled in job-related graduate level courses (level 2000 and above) will be taxed in compliance with IRS regulations on tuition that exceeds the IRS limit. The Benefits Office will notify and work with each applicant to set up a tax schedule.

Forward the completed and signed EEP application to any of the following:

Michele_Wise@brown.edu | EEP Program, Benefits Office, Box 1879 | Fax: 401-863-3158 |

Approved applications will be forwarded to your Brown email address.



Employee Education Program (EEP) Application

COURSES AT BROWN

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

Workday Number	Last, First, MI	Position Title	
Department	Supervisor's Name	Campus Phone	Campus Box#
Original Hire Date	E-mail	Ben%	Pay Group

COURSE INFORMATION

Benefits Office Use Only

NON-DEGREE JOB-RELATED

- Undergraduate course
- *Graduate course

*GRADUATE DEGREE CANDIDATES

- Letter of acceptance attached
- Letter previously submitted

Banner ID# _____
 (Returning degree candidates)

[Course descriptions are re-quired for job-related Brown courses](#)

Area of Study _____ Estimated degree completion date _____

Are you receiving graduate tuition support? Y N Amount \$ _____

*Graduate degree and graduate job-related courses (level 2000 and above) will be taxed in compliance with IRS regulations.

REQUESTED COURSES

Course Title	Course # (Required)	Credits	Tuition
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____

Employee and supervisor justifications are required for all job-related courses.

Non-Degree Job-Related Courses

Please explain how the course(s) is/are related to your present job responsibilities:

Supervisor's Explanation

The requested course(s) is/are 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 pay check(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

Date

Benefits Office Approval

Date

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