



Employee Education Program (EEP) Non-Brown Courses

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

Application Instructions

List up to three courses per application

- Complete application on-line and print for supervisor justification (for job-related courses) and supervisor/employee signatures (for all courses)
- Degree candidates:** proof of enrollment in degree program (letter of acceptance) to be submitted one time only. Cost per credit is **REQUIRED** from the school website/catalog
- Job-Related Courses:** Course Descriptions and cost per credit are **REQUIRED** from the school website/catalog
- Submit to:** Michele_Wise@brown.edu | EEP Program, Benefits Office, Box 1879 | Fax: 401-863-3158



Employee Education Program (EEP) Application`

NON-BROWN COURSES

(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

EDUCATIONAL INSTITUTION

Name of School: _____

Benefits Office Use Only

DEGREE PROGRAMS

Supporting documentation (cost per credit) is required for degree related courses

Associate's Master's Letter of acceptance attached

Is this an online degree program? Y N

Bachelor's Doctorate Letter previously submitted

Area of Study _____

Are you receiving a tuition grant or scholarship? Y N

Estimated degree completion date _____

(The EEP covers the balance of tuition not covered by award money)

Amount \$ _____ *Source _____

NON-DEGREE JOB-RELATED COURSES

JOB-RELATED CERTIFICATE COURSES/PROGRAMS

Undergraduate Course Is this course online?

Course Program Number of courses in program _____

Graduate Course Y N

Is this course/program online? Y N

COURSE INFORMATION

Supporting documentation (course descriptions and cost per credit) is required for all job-related courses

Course Name	Course No.	Credit Hrs.	Start Date	End Date	Cost (Tuition Only)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please explain how the course(s) is/are related to what you presently do at Brown:

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 certify that I have answered the above questions accurately and I have declared *any other sources from which tuition support has been obtained. I understand that reimbursement is conditional upon my satisfactory completion of the course.

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:
Michele_Wise@brown.edu | EEP Program, Benefits Office, Box 1879 | Fax: 401-863-3158 |
Approved applications will be forwarded to your Brown email address.