

EMPLOYEE EDUCATION PROGRAM (EEP) APPLICATION: DEGREE PROGRAMS

Section 1: Employee Information			
Employee Name (Last Name, First Name)		Workday ID	Hire Date
Department		Job Title	
Email Address		Supervisor's Name	

Section 2: Educational Institution Information			
Degree Type <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctorate Degree			
<input type="checkbox"/> Brown University* Banner ID: _____ <small>* The IRS allows employers to provide \$5,250 in tax-free tuition each calendar year. Graduate degree candidates at Brown will be taxed in compliance with IRS regulations on tuition that exceeds the IRS limit. University Human Resources (UHR) will notify and work with each applicant to set up a tax schedule.</small>		<input type="checkbox"/> Non-Brown** Institution Name: _____ <small>** Participants enrolled in non-Brown courses do not exceed the IRS calendar year limit of \$5,250 and therefore are not taxed.</small>	
Area of Study		Letter of Acceptance (Submit with initial application only.) <input type="checkbox"/> Attached <input type="checkbox"/> Previously Submitted	
Estimated Degree Completion Date	Classroom Setting <input type="checkbox"/> In-Person <input type="checkbox"/> Hybrid <input type="checkbox"/> Online	Are You Receiving Any Tuition Support? (Ex: Non-EEP award money, grants, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Amount: \$ _____	

Section 3: Requested Courses					
Course Name	Course Number	Credit Hours	Start Date	End Date	Cost (Tuition Only)
1.					\$
2.					\$
3.					\$

Section 4: Employee Agreement
<p>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 Brown University the full tuition fee or a penalty fee. I hereby authorize Brown University to deduct from my last paycheck(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. I understand that reimbursement for non-Brown courses is conditional upon my satisfactory completion of the course. I certify that I have answered the above questions accurately and I have declared any other sources from which tuition support has been obtained.</p>

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

UHR Approval _____ Date _____

Submit completed applications to:
Email: Wendy_Zhu@Brown.edu
Mail: EEP, Box 1879