

# EMPLOYEE EDUCATION PROGRAM (EEP) APPLICATION: JOB-RELATED COURSES AND CERTIFICATE 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	
<b>Course Type</b> <input type="checkbox"/> Undergraduate Course <input type="checkbox"/> Graduate Course <input type="checkbox"/> Certificate Course	
<input type="checkbox"/> <b>Brown University*</b> Banner ID: _____  <small>* The IRS allows employers to provide \$5,250 in tax-free tuition each calendar year. Those enrolled in job-related Graduate courses at Brown (level 2000+) 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"/> <b>Non-Brown**</b>  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>
<b>Classroom Setting</b> <input type="checkbox"/> In-Person <input type="checkbox"/> Online <input type="checkbox"/> Hybrid	<b>Are You Receiving Any Tuition Support?</b> <b>(Ex: Non-EEP award money, grants, etc.)</b> <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)	Cost Per Credit Attached	Course Description Attached
1.					\$	<input type="checkbox"/>	<input type="checkbox"/>
2.					\$	<input type="checkbox"/>	<input type="checkbox"/>
3.					\$	<input type="checkbox"/>	<input type="checkbox"/>

Section 4: Job-Related Justification
<b>Employee Justification:</b> <i>Please explain how the course(s) relate to what you presently do at Brown.</i>
<b>Supervisor's Justification:</b>

## Section 5: 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 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.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### Submit completed applications to:

**Email:** Wendy\_Zhu@Brown.edu

**Mail:** EEP, Box 1879

UHR Approval \_\_\_\_\_ Date \_\_\_\_\_