



BROWN

Employee Education Program (EEP)

Frequently Asked Questions

1. Who is eligible for this benefit?

Active staff in good standing working 67% time (1300 hours per year) or greater on the Brown University regular payroll and have completed six months of consecutive employment at the time of application.

2. If I am eligible for this benefit, when does the benefit start?

The benefit would start on the day after a period of service equivalent to six months of employment.

3. To what schools can this benefit be applied?

Eligible employees can attend Brown University or accredited, degree-granting universities/colleges outside of Brown that belong to one of the six accredited agencies:

<https://www.accreditedschoolsonline.org/accreditation/regional/>

4. What does EEP cover?

The EEP covers degree programs in any area of study at Brown and outside of Brown. Those in degree programs can enroll in a traditional program, distance learning or hybrid program. If the employee is not enrolled in a degree program, the course must be job-related to what they presently do at Brown. For those enrolled in job-related

certification programs, they must be job-related and can be taken online if the program consists of 6 or more courses.

5. Can I combine Brown courses with non-Brown courses?

Participants cannot combine Brown and non-Brown courses within the same fiscal year (July 1-June 30). There is a \$2,625 fiscal year limit for non-Brown courses. Enrolling in a Brown course would then exceed the fiscal year limit. Participants would need to wait for the new fiscal year in order to enroll in a new program.

6. Who determines if a course is job-related?

The Benefits Office determines if a course:

- maintains or enhances the employee's skills needed in the present position at Brown or
- is a requirement either by law or of Brown University

7. If my class starts at the end of June and ends in the new fiscal year, which fiscal year does it count towards?

The start date of the course determines which fiscal year the class counts towards.

8. If I am taking a job-related Brown course, why do I have to wait until the first day to register for class?

Degree candidates always have first priority for courses.

Participants can enroll in job-related Brown courses on a space available basis. A registration packet will be sent to the participant and registration takes place the first day of classes once the Professor has signed them into the course.

9. What is the process to apply?

Participants must submit a completed EEP application prior to the course start date. For courses that are job-related, justifications are required from the employee and supervisor as to why a course is job-related, including cost per credit and course description.

10. What is the process of getting reimbursed for Brown and non-Brown courses?

Brown courses: no money is exchanged. The EEP sends through a credit to the student's account at the beginning of the semester. Additional fees are then waived once the email string is sent asking for the EEP credit to be posted.

Non-Brown courses: participants must pay the school that they are attending up front and then can submit for reimbursement once the course has been successfully completed and a grade report/proof of payment has been received.

11. Are all courses taxed?

The IRS allows Brown to give employees \$5,250 in tax-free tuition per calendar year. The employee is taxed on anything that exceeds this amount in one calendar year. Participants enrolled in Brown courses exceed the IRS allowance with their first course in a calendar year.

Non-Brown courses are not taxable as the fiscal year limit is \$2,625 which totals \$5,250 in a calendar year, thus not exceeding the IRS allowance.

12. Does this benefit apply to certificate programs?

Yes, you must enroll in a job-related certification program. It must be job-related and can be taken online if the program consists of 6 or more courses.

13. Who can I contact for more information about the EEP benefit?

More information can be found at:

<https://www.brown.edu/about/administration/human-resources/benefits/educational-benefits-employee-education-program-tuition-aid-program/employee-education>

or questions can be directed to Michele Wise, Benefits Program Specialist, at Michele_Wise@brown.edu, 401-863-2459.