

Employee Education Program (EEP)

Frequently Asked Questions

1. What does the EEP cover?

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

2. What schools can I attend?

- Eligible employees can attend Brown University or accredited, degree granting universities/colleges outside of Brown that belong to one of the accrediting agencies listed on the EEP website.

3. What's 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.

4. 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
 - if the course is a requirement either by law or of Brown University

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

- Participants cannot combine Brown and non-Brown courses within the same calendar year. Participants need to wait for the new calendar year in order to enroll in a new program.

6. If my class starts the end of December and ends in the new calendar year, what calendar year does it count towards?

- The start date of the course determines which calendar year the class falls into.

7. What's 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 is successfully completed and a **grade report/Itemized paid invoice** is received.

8. If I'm taking a job-related Brown course, why do I have to wait until the first day of classes to register?

- 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. Are all courses taxed?

- The IRS allows Brown to give employees \$5,250 in tax-free tuition per calendar year. Graduate degree candidates and those enrolled in job-related graduate courses (level 2000 and above) are taxed in compliance with IRS regulations.
- Brown undergraduate courses (level 0001 - 1999) are tax exempt.
- Participants enrolled in non-Brown courses do not exceed the IRS calendar year limit of \$5,250 and therefore are not taxed.