Non-Brown Courses

Benefit:
Unlimited degree or job-related courses not to exceed the fiscal year limit of $2,625 (July 1 - June 30).

- Courses must be taken at a degree granting accredited college or university recognized by the Department of Education and one of six regional accrediting agencies.*
- Submit one application per course.
- **Distance learning (on line) options apply only to those in degree programs.**

*Regional accreditation for courses and degree programs

Grades:
- Employees must receive a grade of C, satisfactory, or pass.
- Upon course completion, submit your grade report and proof of payment to the school (student account statement) to: EEP, Box 1879.

Reimbursement:
- Reimbursement occurs at course completion for tuition only. Payment is not provided for books, registration fees, or other charges.
- Employee will be notified via email when check is ready to be picked up at the Brown Business Center located at J. Walter Wilson, 69 Brown St., 2nd floor.