Non-Brown Courses

(Applications are due prior to the start of the course)

List up to three courses per application

Benefit:

- Unlimited degree or job-related courses not to exceed the calendar year limit of $5,250 (January 1 - December 31).

- 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.*

*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 (itemized paid invoice) to any of the following: Michele_Wise@brown.edu | EEP Program, Benefits Office, Box 1879 | Fax: 401-863-3158

Reimbursement:

You will be reimbursed in one of two ways:

1. If you have direct deposit, the paid tuition amount on the itemized paid invoice will be direct deposited. You will see a separate line item in Workday indicating the EEP.

2. If you do not have direct deposit, a check will be issued for the paid tuition amount listed on the itemized paid invoice. You will be notified through an email on the day your check is ready for pick up at Page-Robinson Hall, 2nd floor Business Center located at 69 Brown St.

The following expenses are not eligible for reimbursement under this program:

- Conferences, workshops and seminars
- Membership, licensing and exam fees
- Travel, lodging, meals and parking expenses
- Supplies and other miscellaneous fees