Non-Brown Courses
(Applications are due prior to the start of the course)

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.*
- Complete one application per course.

*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: EEP, Box 1879 or email your attached documents to Michele_Wise@brown.edu.

Reimbursement:
Reimbursement occurs at course completion for tuition only. Payment is not provided for books, registration fees, or other charges.

EEP participants enrolled in non-Brown courses 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 on your check 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.