FLORIDA ATLANTIC UNIVERSITY
Employee Educational Scholarship Program for FACULTY DEPENDENTS

Forms will not be accepted past **12 NOON** on the due date.

YOU MUST COMPLETE SIX MONTHS OF ELIGIBLE FAU EMPLOYMENT TO APPLY.

### EMPLOYEE INFORMATION (please type or print all information)

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Z#:</th>
<th>Job Title</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>@fau.edu</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Campus</th>
<th>Bldg.</th>
<th>Room</th>
<th>Phone Ext.</th>
<th>Hire Date</th>
</tr>
</thead>
<tbody>
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### DEPENDENT CHILD INFORMATION (please type or print all information) – ATTACHED TAX TRANSCRIPT IS REQUIRED

<table>
<thead>
<tr>
<th>Dependent Child Name</th>
<th>Z#:</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

### COURSE INFORMATION (Please list courses below for which you desire approval, include alternates)

<table>
<thead>
<tr>
<th>COURSE PREFIX</th>
<th>COURSE TITLE</th>
<th>COURSE CALL #</th>
<th>CREDIT HRS</th>
<th>CLASS DAYS &amp; TIME</th>
</tr>
</thead>
<tbody>
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</table>

**TERM: Year**
- [ ] Fall
- [ ] Spring
- [ ] Summer

**Course Level**
- [ ] Undergrad

**SELECT ALL APPLICABLE SUMMER TERMS**

### EMPLOYEE CERTIFICATION (Please see page 2 for important tax information).

By signing below, I certify that I have read page 2 and I understand that:
- IRS qualified Dependent Children eligible for this benefit **MUST APPLY FOR ADMISSION AND REGISTER FOR CLASSES**. The EESP-D application DOES NOT substitute for registration for classes.
- I understand that the EESP-D Program is only applicable to UNDERGRADUATE courses.
- I must be in good standing as **In-Unit Faculty** to be eligible for participation in the program.
- It will be my responsibility to pay the cost of tuition & applicable fees, if the student audits, drops after the drop/add deadline, or receives a grade below a C for undergraduate courses.
- If repayment is not made for the unsuccessful coursework, the University reserves the right to withhold the amount due from the employee’s paycheck. This authorizes Florida Atlantic University’s Payroll department to deduct from the employee’s paycheck monies owed to Florida Atlantic University for the repayment to the EESP-D program.

Employee Signature: ___________________________ Date: ____________

### HUMAN RESOURCES USE ONLY

<table>
<thead>
<tr>
<th>Approval</th>
<th>Disapproval</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Reason for disapproval: ___________________________

HR Signature: ___________________________ Date: ____________

### CASHIER’S OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Grade at end of Semester</th>
<th>Course 1</th>
<th>Course 2</th>
</tr>
</thead>
</table>

Reason for disapproval: ___________________________

Cashier’s Signature: ___________________________ Date: ____________

**Spring 2019** 1-10-19  
**Summer 2019 1&2** 5-16-19  
**Summer 2019 3** 6-27-19  
**Fall 2019** 8-22-19
Procedure related to THE EMPLOYEE EDUCATIONAL SCHOLARSHIP PROGRAM for FACULTY DEPENDENTS (EESP-D)

After completing this form please return the approved, completed original to the HR Dept, IS4, #232. For questions regarding this form, please call 561-297-3073.

ELIGIBLE IRS QUALIFIED DEPENDENT CHILDREN of IN-UNIT FACULTY:

Per the 2018-2021 Faculty Collective Bargaining Agreement, IRS qualified dependent children may be allowed to enroll for up to six (6) credit hours of instruction per term if an eligible parent is NOT using their EESP benefit. The student MUST be enrolled in a minimum of thirty (30) credits per academic year, with a minimum of twelve (12) credits in the Fall semester, and twelve (12) credits in the Spring semester. Students ADMITTED during the Spring semester must meet a minimum of fifteen (15) credit hours for the remainder of the academic year. The parents or employee will be responsible for paying tuition and fees for any courses dropped (except dropped on an emergency basis) by the student after the official Drop/Add period during the first week of classes. Students enrolled must maintain at least a 2.0 cumulative GPA. If the student falls below a 2.0 cumulative GPA for the term, the parent or employee will be responsible to repay the credits applied for that semester’s EESP-D. The employee must have completed six months of continuous service with FAU and be in good standing. Additionally, employment with the University must remain active for the entire semester, or you will be responsible for payment. Any unused leave will be applied to balance due if not paid in full.

APPLICATION PROCESS

The student must be admitted and degree-seeking prior to applying for the EESP-D. Information on admissions requirements and procedures may be obtained from the Admissions Office, Student Support Services Bldg, #113, or call 561-297-3040.

(A) Prior to registration, the eligible In-Unit Faculty Member shall obtain the required EESP-D form. This form is to be completed, necessary approvals are to be obtained, and the form is to be returned with an attached TAX TRANSCRIPT* to the Human Resource's Benefits Office for verification and final approval during the week of registration but prior to the last day of Drop - Add (see specific dates on previous page).

(B) All approved forms will be sent to the University Cashier's Office by Human Resources. The Cashier's Office will defer 'in state only' tuition charges for up to six semester hours until the end of the semester. Students who receive a grade of C or better for undergraduate courses will have the tuition fee waived. This tuition waiver includes undergraduate courses that are on a Pass/Fail provision. Any other grade at the end of the semester will not be approved, and the employee will be responsible for payment. When different course levels are involved, the credit hours with the highest cost shall be waived. Tuition for Incompletes (I) will be paid once the grade is converted into the required passing grade. The employee must make repayment for unsuccessful coursework within 30 days of the grade notification by the University Registrar. Any dependent child with outstanding debts to FAU will not be approved for the EESP-D.

Payment Options: Online using your Master Card, American Express or Discover Card. Using the online system, the third party vendor (PayPath) will process your payment and apply it to your student account with a non-refundable fee of 2.6%. Or, online using your Checking/ Savings account without a fee, or Cashier's Drop Box located in the Boca Raton Student Services Building (Check or Money Order only). The University is authorized to make payroll deductions from the employee's paycheck to satisfy any outstanding balance after 30 days.

(C) It is the employee's responsibility to process the registration form, the EESP-D form, and pay any additional fees due at the Cashier's Office by the published deadline.

(D) It is the employee's responsibility to notify Human Resources of any changes to this EESP-D form before the due date. The only classes that will be covered are the ones listed on this form.

(E) Admission, counseling, registration, drop/add, refund and grade policies and procedures for the employee will be the same as for other students as outlined in the University Catalog and the Schedule of Courses for each term.

Only courses offered at the Boca Raton, Fort Lauderdale (Tower), Davie, Harbor Branch, SeaTech, or MacArthur campuses are eligible for the EESP-D. Contract courses or other special programs are not eligible for this scholarship. Employees will be responsible for the additional cost/fees associated with E-Learning courses.

Internal Revenue Code Section - Payments may be for undergraduate level courses only. If your employer pays more than $5,250 for educational benefits for you during the year, the employee must generally pay tax on the amount over $5,250. For more information log on to: http://www.irs.gov/publications/p970/ch11.html

BILLING PROCESS: For specific billing questions, please contact the Controller's Office at 561-297-3118.

* You may obtain your tax transcript by going to the IRS website: www.IRS.gov, click on “Get Your Tax Records”, and follow the instructions for obtaining your Tax Transcript.

EESP-D Form Revised 01-03-19