



## FLORIDA ATLANTIC UNIVERSITY

### Procedure related to THE EMPLOYEE EDUCATIONAL SCHOLARSHIP PROGRAM (EESP)

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 EMPLOYEES

Full-time employees in an established position at Florida Atlantic University who meet certain admissions and academic requirements may be allowed to enroll for up to six (6) credit hours of instruction per term. Employees must have completed six months of continuous service with FAU and be in good standing. Additionally you must be an active employee 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. Employees assigned to Temporary/ Visiting appointments are not eligible.

#### APPLICATION PROCESS

An employee must be admitted (degree seeking or non-degree seeking) prior to applying for the EESP. 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 employee shall obtain the required EESP form from Department. This form is to be completed, necessary approvals are to be obtained, and the form is to be returned 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. Employees who receive a grade of C or better for undergraduate courses and a B or better for graduate courses, will have the tuition fee waived. This tuition waiver includes Graduate 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 employee with outstanding debts to FAU will not be approved for EESP.** Payment Options: Online using your MasterCard, 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 Employee Educational Scholarship Program 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 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 Employee Educational Scholarship Program. Contract courses or other special programs are not eligible for this scholarship. Employees will be responsible for the additional cost and fees associated with such programs as the Executive MBA, International MBA, FEEDS and E-Learning.

Qualifying EESP participants may be eligible for a Book Stipend, please see the policy at <http://fau.edu/hr/>

Internal Revenue Code Section - Payments may be for either undergraduate or graduate-level courses. The payment does not have to be work related courses. If your employer pays more than \$5,250 for educational benefits for you during the year, you 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.