



FLORIDA ATLANTIC UNIVERSITY

Employee Educational Scholarship Program

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

Spring 2018	1-11-18
Summer 2018 1 & 2	5-17-18
Summer 2018 3	6-28-18
Fall 2018	8-23-18

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

EMPLOYEE INFORMATION (please type or print all information)							
Employee Name	Z#:	Job Title			Check the box that applies		
					SP	AMP	Faculty
Department	Campus	Bldg.	Room	Phone Ext.	Hire Date	E-mail Address @fau.edu	

COURSE INFORMATION (Please list courses below for which you desire approval, include alternates)				
COURSE PREFIX	COURSE TITLE	COURSE CALL #	CREDIT HRS	CLASS DAYS & TIME

TERM: Year ____ Fall Spring Summer** 1 2 3

Course Level: Undergrad Graduate Doctoral Other

****SELECT ALL APPLICABLE SUMMER TERMS**

EMPLOYEE CERTIFICATION (Please see page 2 for important tax information).	
<p>By signing below, I certify that I have read the page 2 and I understand that:</p> <ul style="list-style-type: none"> - Participation in the program is to be conducted on my own time. - My supervisor is not obligated to grant time off or leave so I can participate in the program. - Employees eligible for this benefit MUST APPLY FOR ADMISSION AND REGISTER FOR CLASSES. The EESP application DOES NOT substitute for registration for classes. - It will be my responsibility to pay the cost of tuition & applicable fees, if I audit, drop after the drop/add deadline, or receive a grade below a C for undergraduate and below a B for graduate courses. - The value of graduate level tuition-free courses may be taxable under the Internal Revenue Code Section 127. (Details on page 2) - I must be in good standing to be eligible for participation in the program. - 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 his/her paycheck monies owed to the Florida Atlantic University for the repayment to the EESP program. 	
Employee Signature	Date

EMPLOYER AUTHORIZATION - PLEASE CHECK ALL THAT APPLY		
<p>By signing below, I certify that the courses indicated above:</p> <ol style="list-style-type: none"> 1. _____ Maintain or improve the employee's job related skills. 2. _____ Meet the express requirements of the employer or are imposed by the employer as a condition of employment. 3. _____ Were taken to qualify the employee for a career change or to meet the minimum educational requirements of the current job. 4. _____ This employee is in good standing after 6 months of employment or as rated by the most recent employee appraisal form 		
Employee's Supervisor Signature	Please print name	Date
Dean/Director Signature	Please print name	Date

HUMAN RESOURCES USE ONLY	
<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval	HR Signature
Reason for disapproval:	Date

CASHIER'S OFFICE USE ONLY		
Grade at end of Semester	Reason for disapproval	
Course 1 _____		
Course 2 _____		
	Cashier's Signature	Date

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.