

2020-2021 Employee Education Program

Instruction Guide

Please note dates and deadlines are subject to change, verify deadlines and registration periods at:

[Employee Education Program](#)

1. Read the **EEP policy** at <https://learn-and-grow.hr.ufl.edu/education-programs/employee-education-program/employee-education-program-policy/> to determine eligibility and to ensure that you fully understand the associated regulations and guidelines.

EEP Student Responsibility. EEP participants are responsible for verifying the program policy, eligibility criteria, application submission and approval deadlines, and course registration guidelines. Any employee interested in participating should review the institution's admissions policies and procedures and EEP requirements in order to ensure proper enrollment for courses and successful EEP application processing.

2. **Be admitted to the institution** as a non-degree or degree-seeking student. The EEP application process does not replace the University of Florida or other institutions' admissions or registration process. Participants must first be accepted to the institution to participate in the EEP. The EEP is simply the process by which employees may obtain assistance in paying for coursework. Any institutional process such as, application and acceptance to a degree program, is not connected to the EEP application process.

For students attending UF: more information about the UF non-degree process can be found here: [View the non-degree instruction guide](#) and on the <https://learn-and-grow.hr.ufl.edu/education-programs/employee-education-program/uf-checklist/>

3. Decide what courses you wish to take and **verify if the courses are eligible for payment by the EEP.**

For students attending UF: Visit the Office of the University Registrar's website by following the links to the Schedule of Courses; under Course Listings you may view the course schedule for a particular semester. Next under Filters select a semester and program. Then under the Course Properties section select the Employee Education Program option, this filters for course sections covered by the Employee Education Program. "EEP: Y" is the indicator for a covered course. The website is located at <https://one.uf.edu/soc/>

For students attending other state of Florida public universities (employees may only attend the institution closest to work location): Must receive approval from registrar at attending institution to ensure courses are covered according to EEP policy.

For students attending a state of Florida public community or state college (TEAMS employees only; must be institution closest to work location): All courses must be for college credit.

4. Select intended courses **and alternate courses**. Make note of the information you will need such as Course Prefix and Number, Section, Course, Title, Credit Hours, Day, Class Period, etc.

Students should list the course(s) in which you intend to enroll and include alternate courses in the event that your primary choices are full. Applications cannot be edited once submitted. If updates need to be made, a new application must be submitted. The Employee Education Program will cover for up to six credit hours per semester from this list of your (registered) primary and alternate choices.

5. **Students attending UF only:** Complete the **Mandatory Immunization and Health History form** (first semester only). You can obtain this form from Student Health Care Center or via their website at <http://shcc.ufl.edu/>.

6. Each semester, a student wished to participate, the online **Employee Education Program Application** at <https://learn-and-grow.hr.ufl.edu/education-programs/employee-education-program/> must be completed.

From the EEP homepage, select the school of attendance page, UF, Santa Fe College or Outside Alachua County, to access the application and important information about using the EEP at that school. **Note:** the process is different depending on the school of attendance.

The application is submitted electronically via OnBase from Hyland Software. For the best user experience with OnBase, use the following browsers: Internet Explorer, Google Chrome, or Safari.

This form will be forwarded electronically to the approving supervisors, manager and/or director (depending on the employee's reporting structure) for their approval. If the employee reports to a manager and director, the form will automatically route to the manager first, then to the director once the manager approves the form. After the director approves the EEP application, the form will be routed to the appropriate registrar or cashier's office depending on your school.

Submit completed online EEP application according to the established EEP application director approval deadline for your school. EEP applicants will receive a confirmation emails from OnBase-noreply@ufl.edu as your application routes to the manager, director, and has been received by your school for funding review and approval.

7. **Obtain approval** After submitting your application, verify receipt of confirmation emails, "Your EEP Application Manager Approved" and "Your EEP Application Director Approved" from OnBase-noreply@ufl.edu. The **director approval** confirmation email verifies the registrar/cashier has received your EEP funding request. **If you do not receive a confirmation after your manager/director approves your application**, you must contact eep@admin.ufl.edu for assistance. Receiving director approval after the established deadline can result in funding denial.

8. **Register for classes** according to the EEP registration deadlines for your school. **If attending UF, you are not permitted to register early.** You must observe the registration window for UF EEP participants. Non-UF students should follow registration guidelines for their school. Late registration fees at any institution are not covered by the EEP. The employee must pay any late registration fees assessed.

9. **Pay the fees for which you are responsible** according to the above schedule.

****Note:** Courses may be subject to taxes as defined by the Internal Revenue Service. The portion of employer-provided tuition assistance that is in excess of \$5,250 per year will be taxed as part of an employee's personal income. Employees are responsible for any individual tax liability that may result from participation in this tuition program and should refer any tax questions to their personal tax advisor.

10. Employees of the University of Florida are not eligible for student activity, athletic, health or transportation services at UF and may **NOT** elect to pay these fees to access these services as these fees are waived by the university.

11. Should you have any questions regarding the EEP, please contact Education Coordinator, Human Resources via email at eep@admin.ufl.edu or by phone at (352) 273-0149.

Please see Application and Registration Deadlines Below

For University of Florida Students:

UF registration is restricted for EEP participants

EEP applications will be sent electronically to the manager, director, then the Registrar once director approval is received.

Early Registration is not permitted and will result in **EEP funding denial**.

Fall 2020

Director Approval Deadline:

August 28 **before** 5 p.m.

EEP Registration Period:

8:00 AM August 31, 2020 –
11:59PM September 4, 2020

Spring 2021:

Director Approval Deadline:

January 8, **before** 5 p.m.

EEP Registration Period:

8:00AM January 11, 2021 –
11:59PM January 15, 2021

Summer A/C 2021:

Director Approval Deadline:

May 4, **before** 5:00 p.m.

EEP Registration Period:

8:00AM May 10, 2021 –
11:59PM May 11, 2021

Summer B 2021:

Director Approval Deadline:

June 22, **before** 5:00 p.m.

EEP Registration Period:

8:00AM June 28, 2021
11:59PM June 29, 2021

Fees Due: go to [ONE.UF](https://www.one.ufl.edu), and go to the *Campus Finances Card > View Account Summary > Charges Due or Tuition Statement*

You may also visit University Bursar website:

<http://www.fa.ufl.edu/bursar/>

For Santa Fe College Students:

EEP applications will be sent electronically to the manager, director then cashier@sfccollege.edu once director approval is received.

The EEP application must be approved by 4:00 p.m., according to the following deadlines:

Fall 2020: July 31, 2020

Spring 2021: December 11, 2020

Summer A/D 2021: April 16, 2021

Summer B 2021

Late Registration: In all semesters, if you register or change courses after the original application due date, the EEP application must be director approved by 4:00 p.m. on the next business day after registering for classes. Check your eSantafe account and with the [Santa Fe College Cashier](#) (after receiving the director approval confirmation email) to verify your fee deadline, student fee responsibility, and that EEP funds have been applied.

You must report grades (when our office requests them) at the conclusion of each semester, by providing a copy of the eSantaFe My Classes > My Grades screen **or** eSantaFe Records > Transcript.

Fees Due: Visit eSantaFe to view remaining fee balance. You may also visit the SFC Office for Finance or website:

<https://www.sfccollege.edu/finance/index>

For All Other Students:

If an employee is taking a course at another state of Florida public institution, the EEP application will be sent electronically to the manager, director then enrolling institution's registrar for approval.

The EEP application must be director approved by 5:00 p.m., Friday, according to the following deadlines:

Fall 2020: August 7, 2020

Spring 2021: December 18, 2020

Summer 2021: April 23, 2021

Fees Due: For students attending institutions other than UF or SFC, Human Resources will notify financial contact at enrolling institution to make payment arrangements, based on the fee deadline you provide on your EEP application.

You must report grades (when our office requests them) at the conclusion of each semester by providing a copy of your grades screen or transcript from the enrolling institution at the conclusion of each semester.

For more information on the EEP, including the Policy and Frequently Asked Questions, please explore our web site at <https://learn-and-grow.hr.ufl.edu/education-programs/employee-education-program/>.

You may also contact the Education Coordinator at (352) 273-0149 or eed@admin.ufl.edu.