2018 - 2019 Employee Education Program Application Instructions

***Please note that all dates and deadlines are subject to change***

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.

2. Be admitted to the institution as a non-degree or degree-seeking student.
   a. To be counted toward a degree program, courses must satisfy transfer of credit requirements as listed in the appropriate catalog.

3. Determine if the courses for which you are registering are approved for payment by the EEP.
   a. 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. The website is located at http://registrar.ufl.edu/soc/.
   b. 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.
   c. For students attending a state of Florida public community or state college (TEAMS employees only; also must be institution closest to work location): All courses must be for college credit.

4. Determine the course you wish to take and make note of the information you will need such as Course Prefix and Number, Section, Course, Title, Credit Hours, Day, Class Period as well as alternate section information in case sections are full.

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, complete the online Employee Education Program Application at https://learn-and-grow.hr.ufl.edu/education-programs/employee-education-program/, which will be 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 manager and director for their approval. Once the director approves the EEP application, the form will be routed to the appropriate office as indicated below.
   a. Complete the form to include your information, school attending, semester, course information, and Employing Supervisor/Manager and/or Department Chair/Division Head/Director contact information.
   b. Submit completed online EEP application according to the established EEP application/registration deadline for your school. EEP applicants will receive confirmation emails from OnBase-noreply@ufl.edu as your application routes to the manager, director and receives final approval.

7. Obtain approval EEP applicants will receive a confirmation emails from OnBase-noreply@ufl.edu “Your EEP Application Director Approved” from OnBase-noreply@ufl.edu once the director successfully approves the
EEP application. Applicants should verify receipt of the confirmation email. All EEP participants must receive director approval by the director approval deadline for coursework to be covered.

8. Register for classes according to the EEP registration deadlines for your school. Late registration fees at any institution is 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.
For **University of Florida Students**:

(must register during specified registration period):

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

**Registration before the registration period is NOT PERMITTED** (may be subject to EEP funding denial)

**Fall 2018:**

EEP Registration Period—8:00AM August 22, 2018 – 11:59PM August 28, 2018

EEP Director Approval Deadline: 5:00 p.m. on August 29, 2018

**Spring 2019:**

EEP Registration Period—8:00AM January 7, 2019 – 11:59PM January 11, 2019

EEP Director Approval Deadline: 5:00 p.m. on January 14, 2019

**Summer A/C 2019:**

EEP Registration Period 8:00AM May 13, 2019 – 11:59PM May 14, 2019

EEP Director Approval Deadline: 5:00 p.m. on May 15, 2019

**Summer B 2019:**

EEP Registration Period—8:00AM July 1, 2019 – 11:59PM July 2, 2019

EEP Director Approval Deadline: 5:00 p.m. on July 3, 2019

**Fees Due:** Visit myUFL>Main Menu>My Campus Finances>Make a Payment. You may also visit University Bursar website: [http://www.fa.ufl.edu/bursar/](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.

Each semester, any course registration after the original due date until the drop/add deadline; the EEP application must be director approved by 4:00 p.m. on the next business day

**Fall 2018:** July 12, 2018: If you register on or before this date, your EEP Director Approval deadline is due 4:00 p.m. on July 12, 2018

**Spring 2019:** November 29, 2018: If you register on or before this date, your EEP Director Approval deadline is 4:00 p.m. on November 29, 2018

**Summer A/C 2019:** April 11, 2019: If you register on or before this date, your EEP Director Approval deadline is 4:00 p.m. on April 11, 2019

**Summer B 2019:** June 20, 2019: If you register on or before this date, EEP Director Approval deadline is 4:00 p.m. on June 20, 2019.

If you have participated in the EEP previously, you must arrange to have a copy of your grades screen or transcript from the enrolling institution submitted at the conclusion of each semester.

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.

**Fees Due:** For students attending institutions other than UF or SFC, it is your responsibility to advise the EEP Coordinator at eep@admin.ufl.edu of the institution’s fee payment deadline each semester. Human Resources will notify financial contact at enrolling institution to make payment arrangements.

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

**Fall 2018:** July 27, 2018
**Spring 2019:** December 7, 2018
**Summer 2019:** April 19, 2019

If you have participated in the EEP previously, you must arrange to have a copy of your grades screen or transcript from the enrolling institution submitted at the conclusion of each semester.

For more information on the EEP, including the Policy and Frequently Asked Questions, please explore our website at [https://learn-and-grow.hr.ufl.edu/education-programs/employee-education-program/](https://learn-and-grow.hr.ufl.edu/education-programs/employee-education-program/).

You may also contact the Education Coordinator at (352) 392-4626 or eep@admin.ufl.edu.