

## *2018 - 2019 Employee Education Program Application Instructions*

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

1. Read the **EEP policy** at <http://hr.ufl.edu/learnandgrow/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 <http://hr.ufl.edu/learnandgrow/education-programs/employee-education-program/>, which will be submitted electronically. This form will be forwarded electronically to the appropriate office as indicated below.
  - a. Once the form is submitted online, an automatic email confirmation will indicate that it has been received. All EEP participants must receive approval for coursework to be covered.
7. **Obtain approval.** If the Employing Supervisor is Department Chair/Division Head/Director, please select "Yes" to include contact information (name and email address). If not, select "No" then include contact information (names and email addresses) for both Manager and Director. Once approved, form will be forwarded to the appropriate office as indicated below.
8. **Submit completed online EEP application** according to the following schedule.

For University of Florida Students  
(must register during  
specified registration period):

EEP applications will be sent  
electronically to  
[eed@registrar.ufl.edu](mailto:eed@registrar.ufl.edu)

Registration after the  
registration deadline is  
**NOT PERMITTED**  
(may be subject to a \$100  
late registration fee)

**Spring 2018:**

EEP Registration Period—8:00AM  
January 8, 2018 – 11:59PM  
January 12, 2018  
**EEP Applications Due: 5:00  
p.m. on January 16, 2018**

**Summer A/C 2018:**

EEP Registration Period  
8:00AM May 14, 2018 –  
11:59PM May 15, 2018  
**EEP Applications Due: 5:00  
p.m. on May 16, 2018**

**Summer B 2018:**

EEP Registration  
Period—8:00AM  
July 2 – 11:59PM  
July 3, 2018  
**EEP Application Forms Due:  
5:00 p.m. on July 5, 2018**

**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/>

For Santa Fe College Students:

EEP applications will be sent  
electronically to  
[cashier@sfcollge.edu](mailto:cashier@sfcollge.edu)

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

**Spring 2018:**

**November 30, 2017:** If you register on  
or before this date, your EEP application is  
due by  
**4:00 p.m. on November 30, 2017**

**Summer A/C 2018:**

**April 12, 2018:** If you register on or  
before this date, your EEP application is  
due by **4:00 p.m. on April 12, 2018**

**Summer B 2018:**

**June 21, 2018:** If you register on or  
before this date, your EEP application is  
due by **4:00 p.m. on June 21, 2018.**

If you have participated in the EEP  
previously, you must arrange to have an  
official transcript submitted at the  
conclusion of each semester.

**Fees Due:** Visit eSantaFe to view  
remaining fee balance. You may also  
visit the SFC Office for Finance located  
at Robertson Administration Building,  
first floor or website:  
<https://www.sfcollge.edu/finance/index>

For All Other Students:

The EEP provides UF employees  
with an opportunity to take  
courses at the institution closest  
to their work location. If an  
employee is taking a course at  
another state of Florida public  
institution, the EEP application  
will be sent electronically to the  
enrolling institution's registrar for  
approval.

Once all approvals have been  
obtained, the completed  
application will be forwarded to  
Human Resources, Education  
Coordinator electronically.

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

**Spring 2018:** December 8, 2017  
**Summer 2018:** April 20, 2018

If you have participated in the  
EEP previously, you must arrange  
to have an official transcript from  
the enrolling institution submitted  
at the conclusion of each  
semester.

**Fees Due:** Required to advise  
Human Resources of institution's  
fee payment deadline each  
semester. Human Resources will  
notify financial contact at  
enrolling institution to make  
payment arrangements.

9. **Once approved, register for classes.** Late registration at any institution is not covered by the EEP. The employee must pay any late registration fees assessed.
10. **Pay the fees for which you are responsible** according to the above schedule.
  - a. **\*\*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.
11. 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.
12. Should you have any questions regarding the EEP, please contact Education Coordinator, Human Resources via email at [kenya-williams@ufl.edu](mailto:kenya-williams@ufl.edu) or by phone at (352) 273-1761.