

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

1. Read the **EEP policy** at <http://www.hr.ufl.edu/education/eep> 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 to each course section there is a column titled "EEP", if a "Y" is present, this indicates it is a course covered by the EEP. 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 signed 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/medical>.
6. Complete the **Employee Education Online Application** at <http://hr.ufl.edu/education/eep/login.asp>, which will be submitted electronically, and print a copy of the EEP application (confirmation page of online form). This form should be turned in 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 still complete the EEP printed application form and turn it in for coursework to be covered.
7. **Obtain all signatures listed on EEP application.** If the Employing Supervisor and Department Chair/Division Head is the same person, please sign only once on the Department Chair/Division head signature line.
8. **Submit a completed EEP application** form according to the following schedule.

**For University of Florida
Students**

**(must register during
specified registration
period):**

**EEP applications must be
turned in to the
University Registrar at 222
Criser Hall or sent by fax to:
(352) 846-1126.**

Fall 2011: EEP Registration
Period—August 11, 2011 –
August 26, 2011

**EEP Applications Due: 5:00
p.m. on August 29, 2011**
Registration after August 26,
2011, is subject to a \$100 late
registration fee.

Spring 2012: EEP Registration
Period—December 22, 2011 –
January 13, 2012

**EEP Applications Due: 5:00
p.m. on January 16, 2012**
Registration after January 13,
2012, is subject to a \$100 late
registration fee.

Summer A/C 2012: EEP
Registration Period—May 10,
2012 – May 15, 2012

**EEP Applications Due: 5:00
p.m. on May 16, 2012**
Registration after May 15,
2012, is subject to a \$100 late
registration fee.

Summer B 2012: EEP
Registration Period—June 28,
2012 – July 3, 2012

**EEP Application Forms Due:
5:00 p.m. on July 5, 2012**
Registration after July 3, 2012,
is subject to a \$100 late
registration fee.

**For Santa Fe College
Students:**

Fall 2011:

July 14, 2011: If you register
on or before this date, your EEP
application is due to the
**SFC Cashier's Office by 4:00
p.m. on July 14, 2011.**

Spring 2012:

December 15, 2011: If you
register on or before this date,
your EEP application is due to the
**SFC Cashier's Office by 4:00
p.m. on December 15, 2011.**

Summer A/C 2012:

May 3, 2012: If you register
on or before this date, your EEP
application is due to the
**SFC Cashier's Office by 4:00
p.m. on May 3, 2012.**

Summer B 2012:

June 21, 2012: If you register
on or before this date, your EEP
application is due to the
**SFC Cashier's Office by 4:00
p.m. on June 21, 2012.**

****In all semesters, if you register
at any time after the original due
date up until the drop/add
deadline, the EEP application
must be turned in by 4:00 p.m.
on the next business day after
registering for classes.**

****SFC Cashier's Office:** Located
on the first floor of the Robertson
Administration Building, Hours:
8:15 a.m. – 4:00 p.m. Monday
through Friday, (352) 395-5227
or via email to Vivian Gentry:
vivian.gentry@sfcollge.edu.

For All Other Students:

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

Once all appropriate signatures
have been obtained, the completed
application should be submitted to
the Office of Human Resources
Services, Education Coordinator,
fax (352) 392-1055, or by mail to
PO Box 115006,
Gainesville, FL 32611-5006.

If you have participated in the EEP
before, you must arrange to have
an official transcript from the
enrolling university for the most
recent semester attended,
forwarded to the Education
Coordinator in the Office of
Human Resource Services.

**The EEP application must be
submitted according to the
following deadlines:**

Fall 2011: Friday, July 29, 2011
Spring 2012: Friday, December 2,
2011
Summer 2012: Friday, April 6,
2012

*****The Office of Human Resource
Services will notify the institution
of approval for coursework and
make payment arrangements.
No further action is required by
student.**

9. **If 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.** Visit the University Financial Services' website to determine how much you owe and how to pay. You may have fees associated with registering for courses, such as materials and supplies.
 - a. ****Note:** Courses may be subject to taxes as defined by the Internal Revenue Service. Tuition assistance of more than \$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 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 the Education Coordinator, Human Resource Services at (352) 273-1761 or via email at kenya-williams@ufl.edu.