Employee Education Program (EEP) – Information Session

Verlissa Ford

Education & Awards Coordinator

UF HR Training & Organizational Development

A few housekeeping items…

- Most questions will be covered during the presentation. Please hold your questions until we begin the Q&A portion of this presentation

- To conserve time, we ask that you do not add questions to Chat window, our unmute yourselves until we invite you to do so

Today We Will…

Present a program overview of the EEP

- Program eligibility
- Application process
- Funding Non-UF and UF waiver process

Q&A

What is the Employee Education Program (EEP)?

The Employee Education Program, or EEP, is an opportunity funded by university resources that enables eligible UF fulltime staff and faculty to receive tuition assistance for up to six credit hours per semester at the state of Florida, public university closest to their work location.

The EEP application process is the funding procedure to cover courses eligible under this program

The EEP does not…

- **Replace normal university admissions and registration requirements**

  Help or harm admission or acceptance to the university

- **Does not support audited courses**

- **Typically cover *entire* degree/certificate programs**

  Category of non-covered courses – **non-UF Schools (UNF)**

This program does not permit enrollment in thesis, dissertation, internships, directed individual study, individual performance courses, non-credit courses, sponsored-credit courses, off-book programs, correspondence courses, and some distance education course offerings.

Taking classes at UF?
The EEP does not...

- **Replace normal university admissions and registration requirements**

  Help or harm admission or acceptance to the university

- **Share/send/receive information with other programs**

  Degree, Non-Degree, Certificate, your department

- **Typically cover *entire* degree/certificate programs**

  UF waiver eligibility

  - Courses must individually meet state and UF regulations
  - College/department discretion if EEP courses are offered Category of non-covered courses

- **Does not support audited courses**

As you consider how you would like to use this program...

Degree? Non-Degree? Certificate?

EEP is simply an **opportunity for tuition assistance** for courses covered by this program.

Prospective EEP participants should:

- Contact Admissions or Registrar office for guidance about university requirements

UF students should also:

- Connect with the department offering degrees, certificates, or courses of interest, to learn about *expected* EEP coverage
- Use the UF Schedule of courses when submitting your EEP request

Program Purpose and Benefits

Our Purpose:

To encourage UF's faculty and staff to pursue educational opportunities for personal and professional growth and development.

Here are some of the great things about the EEP!

- No reimbursement. Pays up-front: Tuition waiver or payment (depending on the school of attendance).

- No caps. You may continue to participate provided you meet the minimum requirements. Bachelor – Doctorate level courses and non-degree courses.

- Courses do not have to be job-related.

- Covers up to 6 credit hour every semester.

"The Employee Education Program is a unique professional and personal development opportunity."

Professional Development Stories

UF | AT WORK

FACULTY & STAFF UPDATES

What are the Requirements to Participate?

- Eligible Job type: TEAMS, UF Faculty, or USPS

- Full-time status (1.0) FTE

- Employed for at least six months

- Supervisor and director (dept. head) approval to participate

    Class time is not considered time worked:

    To the extent possible, class attendance should be scheduled during non-working hours. If an EEP participant enrolls for a course during working hours, you should seek prior supervisor approval

- Must be admitted to the intended school as a degree or non-degree seeking student

Which schools are eligible for EEP funding?

- **School eligibility is based on the employee's work location** Gainesville or Alachua County UF employees may only apply the EEP for classes taken at the University of Florida.

- UF employees with work locations "outside Alachua county", the school must be a public, state of Florida university closest to the employee's workplace.

  - UF employees outside Alachua county, may also take classes at the **University of Florida** if they have been admitted as a degree or non-degree seeking student

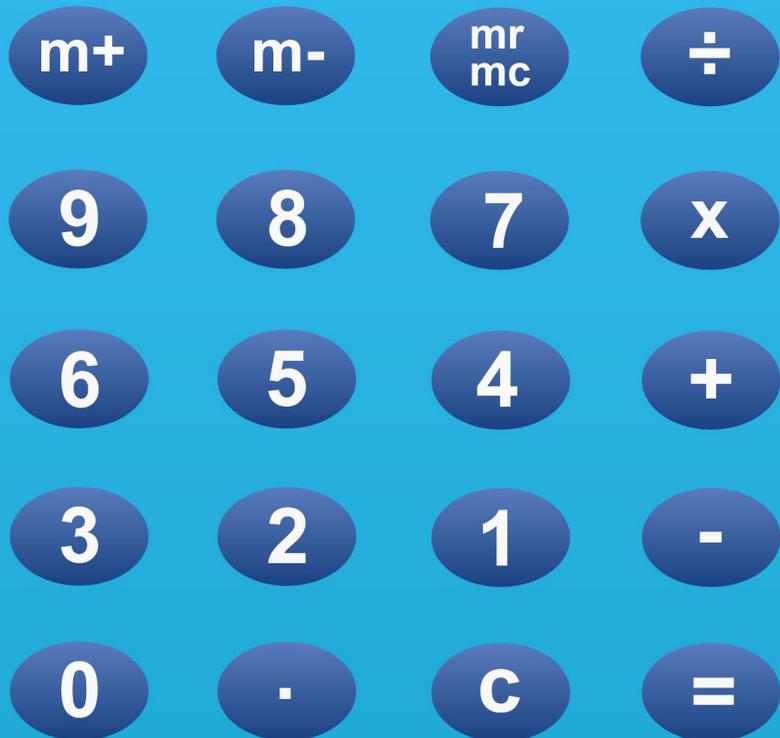# What Fees Are Covered by The EEP?

Tuition Matriculation

Building

Capital improvement

Student financial aid

*Technology

* Activity & Service

* Student Health

*Transportation

*EEP participants are not eligible for services provided by these fees

This information can be found on the [Financial Obligations and Payment Process](#)

Non-covered Fee Examples

Online Course Fees

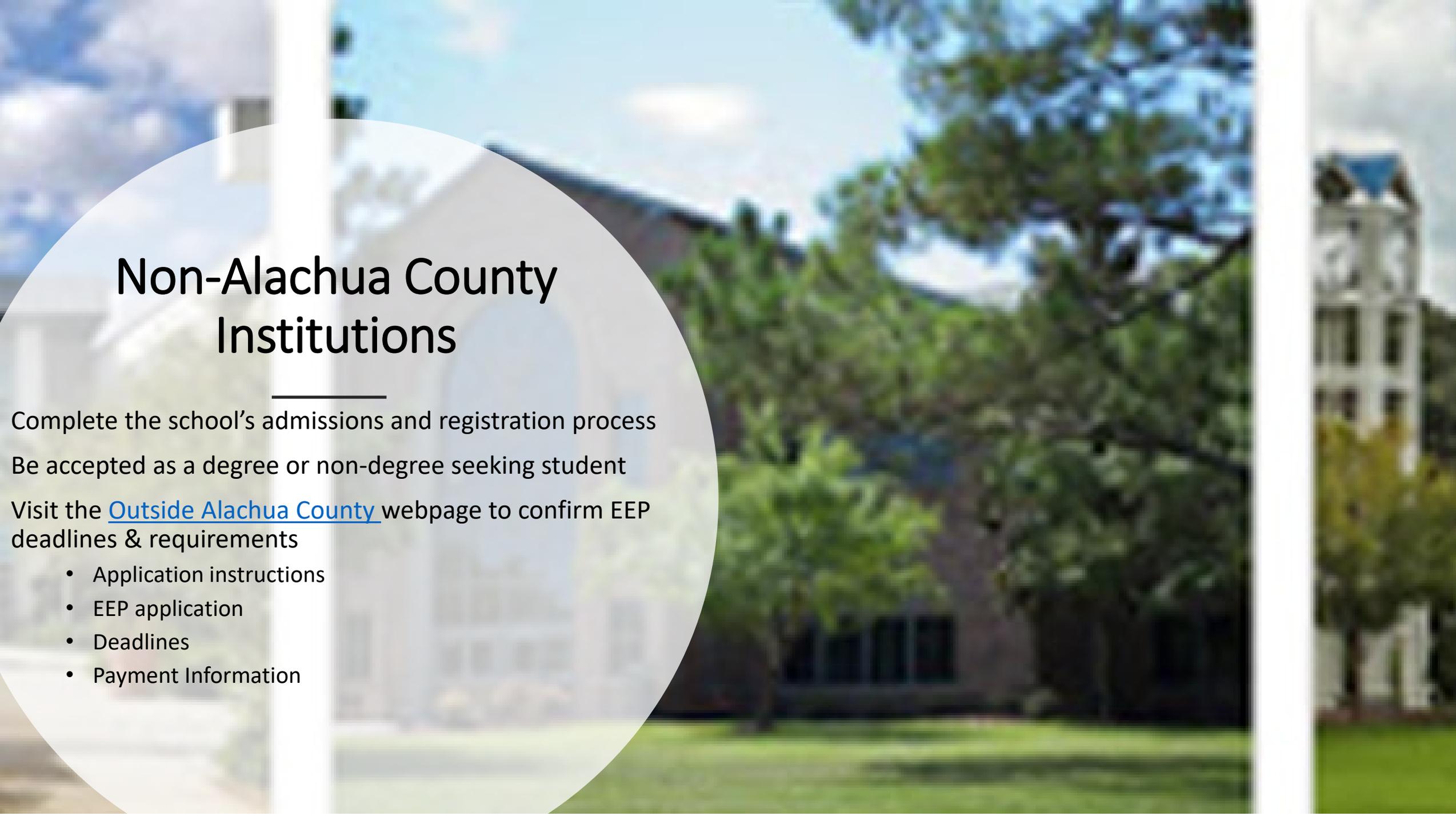Application fees

Out of State Tuition

Photo ID

Late Registration

Late payment

Material & supply fees

Course retake fees

This information can be found on the Financial Obligations and Payment Process

Non-Alachua County Institutions

Complete the school's admissions and registration process

Be accepted as a degree or non-degree seeking student

Visit the Outside Alachua County webpage to confirm EEP deadlines & requirements

- Application instructions
- EEP application
- Deadlines
- Payment Information

COURSE SELECTION FOR EMPLOYEES WHO WORK OUTSIDE OF ALACHUA COUNTY

The Employee Education Program provides tuition assistance for up to six credit hours of instruction per semester at the state university closest to the employee's work location. TEAMS employees may also attend classes at a public community or state college closest to their work location. Therefore, **if you work in Gainesville or Alachua County, the EEP will only apply to classes taken at the University of Florida or Santa Fe College.**

This program does not permit enrollment in thesis, dissertation, internships, directed individual study, individual performance courses, non-credit courses, sponsored-credit courses, off-book programs, correspondence courses, and some distance education course offerings.

Please ensure you have reviewed and/or completed these items:

· EEP Policy

· FAQ

· EEP Instruction Guide

· Apply to take classes at another college/university

· Deadlines

· Financial Obligations and Payment Process

· Contacts and Other Resources

DEADLINES

Term	EEP Application Director Approval Deadline
Fall 2021	5 p.m., August 2, 2021
Spring 2022	5 p.m., December 17, 2021
Summer 2022	5 p.m., April 22, 2022

Please note: EEP funding cannot be requested by our office until your application receives your supervising director's approval.

Summer semester registrations occurring during summer, (A, C or B) are considered a single semester for purposes of EEP program coverage. If one registers for a combination of Summer, Summer A, C or B, a maximum of (6) credit hours will be covered by the EEP.

EEP Application Process

After submitting your application, verify receipt of confirmation emails. Based on the participant's supervisory reporting structure, participants will receive confirmation emails for their manager's approval, "Your EEP Application Manager Approved" and director's approval, "Your EEP Application Director Approved" from OnBase-noreply@ufl.edu. The **director approval** confirmation email verifies the our office 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.**

Students must provide their institution's fee deadline on their EEP application. Our office will notify the enrolling institution of approval for coursework and make payment arrangements based on the fee deadline provided on your EEP application.

If your application is submitted (or director approved) **after** the established EEP Director Approval deadline, or if your institution's fee deadline falls **before** the established deadline listed above, you must alert the EEP Coordinator at eep@admin.ufl.edu so payment arrangements can be made before your institution's fee deadline.

EEP Application Process

After submitting your application, verify receipt of confirmation emails. Based on the participant's supervisory reporting structure, participants will receive confirmation emails for their manager's approval, "Your EEP Application Manager Approved" and director's approval, "Your EEP Application Director Approved" from OnBase-noreply@ufl.edu. The **director approval** confirmation email verifies the our office 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.**

Students must provide their institution's fee deadline on their EEP application. Our office will notify the enrolling institution of approval for coursework and make payment arrangements based on the fee deadline provided on your EEP application.

If your application is submitted (or director approved) **after** the established EEP Director Approval deadline, or if your institution's fee deadline falls **before** the established deadline listed above, you must alert the EEP Coordinator at eep@admin.ufl.edu so payment arrangements can be made before your institution's fee deadline.

The EEP Office – Received your Application

Your EEP application has been received.

To ● Ford,Verlissa L

Retention Policy   Inbox UF (3 years)

Fri 8/14/2020 7:35 AM

Expires   8/14/2023

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Action Items   + Get more add-ins

EMPLOYEE EDUCATION PROGRAM

Dear VERLISSA FORD - (63209057),

This email confirms that you have submitted an Employee Education Application to attend UNIVERSITY OF FLORIDA during the FALL, 2020 semester. Please review the attached application and confirm that the information you provided is correct.

***Note: The Employee Education Program is the process by which employees may obtain tuition assistance in paying for coursework. The EEP application process does not replace the institution's admissions or

Your Manager Received – Approval Request

Pending Manager Approval for Employee Education Program

OnBase-noreply@ufl.edu

↩ Reply ↩ Reply All → Forward ⋯

To ○ . HRS Employee Education Program; ● Ford,Verlissa L

Fri 8/14/2020 7:35 AM

Retention Policy Inbox UF (3 years) Expires 8/14/2023

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EMPLOYEE EDUCATION PROGRAM

Dear FORD,VERLISSA L ,

The employee listed below has a pending application for the Employee Education Program.

UFID: 63209057

Name: VERLISSA FORD

Classification: TEAMS

Job Title: EDUCATION COORDINATOR TEST **Hire Date:** 11/21/2016 **Department:**

School: UNIVERSITY OF FLORIDA

Semester: FALL, 2020

Please review the application and verify this employee meets all criteria for the Employee Education Program, such as hire date and employment status, then approve or deny the application in OnBase.

To access the approval queue: https://docs.erp.ufl.edu/appnet/Workflow/WFLogin.aspx?LifeCycleID=145&QueueID=191&DocID=34503990

Manager Approved - Confirmation Email

Your EEP Application Manager Approved

OnBase-noreply@ufl.edu
To ○ . HRS Employee Education Program; ● Ford,Verlissa L
Cc ● Ford,Verlissa L
Retention Policy Inbox UF (3 years)

↩ Reply   ↩ Reply All   → Forward   ···

Fri 8/14/2020 7:42 AM

Expires 8/14/2023

Action Items   + Get more add-ins

Your EEP Application Manager Approved

*This is an automated No Reply message - Please do not reply to or forward this email.

Dear EEP Participant,

Your application has been approved by your **manager** and has been routed to the director's email address listed on your application. You will receive notification once it is approved by your director.

Please confirm receipt of the director approval **confirmation email** from OnBase-noreply@ufl.edu before the established EEP Application Approval deadline as listed on the EEP website for your institution. As a reminder, Applications will not be considered for funding approval until you receive the director approval confirmation email. Director approval confirmation emails must be received by the EEP participant before the established EEP Application Approval deadline in order for your application to be considered for EEP funding.

Please remember that the EEP covers the in-state matriculation fees for up to 6 credits per semester. You are responsible for verifying the program policy, eligibility criteria, application submission and approval deadlines, and course registration guidelines. You are responsible for paying the fees that the EEP does not cover by the deadline specified by your academic institution.
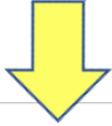
For students attending institutions other than UF or SFC, it is your responsibility to verify your institution's fee payment deadline each semester. Human Resources will notify financial contact at enrolling institution to make payment arrangements.

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 eep@admin.ufl.edu.

Your Director Received – Approval Request

Pending Director Approval for Employee Education Program

O **OnBase-noreply@ufl.edu**

To ● Ford,Verlissa L; ○ . HRS Employee Education Program

Cc ● Ford,Verlissa L

↩ Reply   ↩ Reply All   → Forward   ⋯

Fri 8/14/2020 7:42 AM

Retention Policy   Inbox UF (3 years)   Expires   8/14/2023

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Dear FORD,VERLISSA L ,

The employee listed below has a pending application for the Employee Education Program.

UFID: 63209057

Name: VERLISSA FORD

Classification: TEAMS

Job Title: EDUCATION COORDINATOR TEST   **Hire Date:**   11/21/2016   **Department:**

School: UNIVERSITY OF FLORIDA

Semester: FALL, 2020

Please review the application and verify this employee meets all criteria for the Employee Education Program, such as hire date and employment status, then approve or deny the application in OnBase.

To access the approval queue: https://docs.erp.ufl.edu/appnet/Workflow/WFLogin.aspx?LifeCycleID=145&QueueID=190&DocID=34503990

You may also view the EEP Approval Instruction guide located at: https://it.ufl.edu/media/itufledu/edm/EEP-Approval-Instructions.pdf

Director Approved – Confirmation Email

Your EEP Application Director Approved

OnBase-noreply@ufl.edu

To ● Ford,Verlissa L; ○ . HRS Employee Education Program
Cc ● Ford,Verlissa L

↩ Reply   ↩ Reply All   → Forward   ···

Fri 8/14/2020 7:47 AM

Retention Policy   Inbox UF (3 years)   Expires   8/14/2023

Action Items   + Get more add-ins
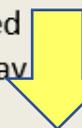
Your EEP Application Director Approved

*This is an automated No Reply message - Please do not reply to or forward to this email.

Dear EEP Participant,

Your application has been approved by your **director**. Your application has been forwarded to the institution listed on your EEP application for funding review. Please confirm you received this notification **before** the established EEP Application Approval deadline as listed on the EEP website for your institution in order for your application to be considered for EEP funding.

For students attending UF, please confirm you received this notification **before** the established EEP Application Approval deadline as listed on the EEP UF webpage. You must comply with the established [   ]course registration period as listed on the EEP UF webpage. As a reminder, UF EEP registration opens after 8AM on established EEP registration period. You ma[   ]fy application approval and registration period on the <u>EEP UF webpage</u>. Late Director approvals and early course registration will result in EEP funding denial.

For students attending non-UF institutions, please confirm you received this notification **before** the established EEP Application Approval deadline as listed on the EEP website for your institution in order for your application to be considered for EEP funding. Late director approvals could result in delayed processing of your application or funding denial. You may verify application approval and registration deadlines on the <u>EEP website</u> by selecting the link for your institution.

The funding process can begin

Your EEP application is under review for funding.

O   OnBase-noreply@ufl.edu   ↩ Reply   ≪ Reply All   → Forward   ⋯

To ○ . HRS Employee Education Program; ● Ford,Verlissa L   Fri 8/14/2020 7:47 AM

Retention Policy   Inbox UF (3 years)   Expires   8/14/2023

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Action Items   + Get more add-ins

Your EEP application is under review for funding.

*This is an automated No Reply message - Please do not reply to or forward to this email box.

Dear VERLISSA,

Your application has been approved by your supervisors (Employing Supervisor/Manager and/or Department Chair/Division Head/Director/Designee). **Your application is under review** for program eligibility and funding approval using the information provided in your application and you will be contacted if there is a problem with your application.

For students attending UF, please confirm you received this notification **before** the established EEP Application Approval deadline as listed on the EEP UF webpage. You must comply with the established EEP course registration period as listed on the EEP UF webpage. As a reminder, UF EEP registration opens after 8AM on established EEP registration period. You may verify application approval and registration period on the EEP UF webpage. Late Director approvals and early course registration will result in EEP funding denial.

For students attending non-UF institutions, please confirm you received this notification **before** the established EEP Application Approval deadline as listed on the EEP website for your institution in order for your application to be considered for EEP funding. Late director approvals could result in delayed processing of your application or funding denial. You may verify application approval and registration

Payment Process

1 After receipt of the "Your EEP Application Director Approved" from OnBase-nore-ply@ufl.edu confirmation email, an electronic copy of your application is sent to your institution's registrar.

2 Using the fee deadline information provided on your EEP application, our office will send a payment notification to your institution confirming the EEP will cover for up to six credit hours of the registered courses listed on the EEP application.

3 The student is copied on the above payment notification and should verify with their enrolling institution EEP funds have been applied and verify any student responsibility portion of fees due.

4 Students must pay their portion of the fees before your institution's fee deadline.

5 Late registration, late director approvals, or failure to pay student responsibility portion of fees before your institution's fee deadline could result in dropped courses/denial due to non-payment. After receiving the payment notification email, it is important to check your institution to verify your fee deadline, student fee responsibility, and that EEP funds have been applied.

Example Funding Letter

Hello UNF Student Finance Office,

The University of Florida will pay in conjunction with UF's Employee Education Program (EEP), the in-state tuition only for a maximum of six (6) credit hours, during the SPRING 2021 semester at UNIVERSITY OF NORTH FLORIDA for Student Name: xxxx Student ID: xxxx

The University of Florida will pay the following fees:
- tuition matriculation/differential
- building
- capital improvement
- student financial aid
- technology
- activity
- service
- athletic
- student health
- transportation fees

It is the responsibility of the student to pay all other fees (including distance education, lab fees, late and miscellaneous fees) associated with their coursework. The courses listed on the attached application are those that the student has indicated he/she will be taking (UF will pay for only six credits maximum). Any courses not listed will not be covered. **Note**: The University of Florida has updated their Accounts Payable system for vendors to submit invoices—see attached UF Supplier Letter for Invoice Submission Instructions.

FAQ: EMPLOYEE EDUCATION PROGRAM

HOW DO I OBTAIN PERMISSION TO PARTICIPATE?

DO I HAVE TO APPLY FOR ADMISSION TO THE UNIVERSITY?

WHEN MAY I SUBMIT MY APPLICATION TO PARTICIPATE IN THE EEP?

HOW WILL I KNOW IF MY SUPERVISOR APPROVED MY EEP APPLICATION?

HOW DO I KNOW IF A COURSE I'M INTERESTED IN TAKING IS COVERED BY THE EEP?

IF I HAVE TO WITHDRAW FROM A CLASS THAT I AM TAKING UNDER THE EEP, MAY I CONTINUE TO PARTICIPATE IN THE PROGRAM?

FAQ Page

EMPLOYEE EDUCATION PROGRAM POLICY

ELIGIBILITY

EXCLUSIONS

SCHEDULING

APPROVAL FOR PARTICIPATION

PARTICIPANT'S RESPONSIBILITIES

FINANCIAL OBLIGATIONS

EEP Policy

UF EEP
Application & Funding Process
Spring 2022

Contact me with questions!

Verlissa Ford, Education Coordinator
eep@admin.ufl.edu
352-273-0149

https://learn-and-grow.hr.ufl.edu/education-programs/employee-education-program/

EMPLOYEE EDUCATION PROGRAM

EMPLOYEE EDUCATION PROGRAM

Checklist for Students Attending Santa Fe

Checklist for Students Attending UF

Checklist for Students Who Work Outside of Alachua County

WHERE DO YOU WANT TO TAKE CLASSES?

· University of Florida

· Santa Fe College

· Outside Alachua County

The Employee Education Program, or EEP, is an opportunity funded by university resources that enables full-time UF Academic Personnel, TEAMS employees, and USPS employees who have been employed in good standing for at least six months to receive tuition assistance for up to six credit hours of instruction per semester at the state university closest to their work location. TEAMS employees may also attend classes at a public community or state college closest to their work location.

https://learn-and-grow.hr.ufl.edu/education-programs/employee-education-program/

CHECKLIST FOR STUDENTS ATTENDING UF

EMPLOYEE EDUCATION PROGRAM
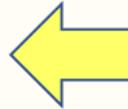
Checklist for Students Attending Santa Fe
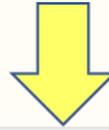
Checklist for Students Attending UF

Checklist for Students Who Work Outside of Alachua County

Employee Education Program Policy

FAQ: Employee Education Program

HIGHER EDUCATION OPPORTUNITY FOR

DEADLINES

Term	EEP Application Director Approval Deadline EEP participant's Director, Chair, Department Head	EEP Registration Period Drop/Add Fee Liable Dates
Fall 2021	5 p.m. on August 20, 2021	8:00 a.m., August 23, 2021 – **11:59 p.m., August 27, 2021**
Spring 2022	5 p.m. on January 4, 2022	8:00 a.m., January 5, 2022 – **11:59 p.m., January 11, 2022**
Summer A/C 2022	5 p.m. on May 3, 2022	8:00 a.m., May 9, 2022 – **11:59 p.m., May 10, 2022**
Summer B 2022	5 p.m. on June 21, 2022	8:00 a.m., June 27, 2022 – **11:59 p.m., June 28, 2022**

Please verify deadlines for EEP application approval and EEP course registration to confirm you meet EEP requirements. **Director approvals received after 5PM and early course registration will result in EEP funding denial.**

Summer semester registrations occurring May-August (A, B or C) are considered a single semester for purposes of EEP program coverage. If one registers for a combination of Summer A/C or B, a maximum of (6) credit hours will be covered by the EEP.

Checklist for Students Attending UF – Learn & Grow

UF EEP Process

1

Review EEP Requirements & Eligibility

Admitted as:

Degree or Non-degree Student

2

Read, Understand, and Comply with EEP Requirements/Participant Responsibilities

EEP Application Completion and Submission

3

Supervising Director Approval

Registrar Waiver Approval or Denial

Registration & Funding

Step 1:
Program Requirements & Eligibility

- Review EEP Requirements/Eligibility/Participant Responsibilities

- Determine academic path (degree/non-degree)

- Complete UF Admissions/Registration requirements

- Admitted as Degree or Non-degree student
  - **Complete degree/non-degree program requirements**
  - **Separate from and in addition to EEP requirements**

Remember: The Admissions process, acceptance to degree/non-degree programs, any other university, college, departmental requirements are separate from the EEP process.

Step 2:
Deadlines, Course Eligibility, & Application Submission

Read, understand, and comply with [UF EEP Checklist](#) **requirements**

Verify
- EEP deadlines: director approval, registration, drop/add dates
- Determine your reporting structure (one or two approvals needed?)
- Course eligibility [Schedule of courses](#) and who registers my courses?

Communicate & verify
- EEP registration window (someone else registers for you)
- EEP Coordinator for questions and assistance

EEP Application submission – as early as possible
- No extensions

Remember: Understanding and meeting program requirements is necessary to successfully receive the EEP waiver. There is no petition process for, or a refund of any fees paid for courses taken through this program.

Step 3:
Supervisor & Tuition Wavier Approval
Registration & Funding

Monitor confirmation emails – director approval triggers funding review
- Contact EEP Coordinator eep@admin.ufl.edu (if missing confirm emails)

After your director approves your application:
- Registrar will notify you of your wavier status (approved or denied)
- Respond to Registrar communication right away (time sensitive)

No early registration (see) [Deadlines.](#) State regulation, EEP participation is based on space (seats) available,

EEP tuition waiver applied by the Bursar on or before the UF fee deadline

Remember: EEP application deadlines are not flexible or extended based on the timing of your acceptance to degree/non-degree programs. University requirements are in addition to EEP requirements.

SUBMIT EEP APPLICATION

The university's fee petition and fee refund policies and procedures are not applicable to courses taken through this program. Therefore, there is no petition process for, or a refund of any fees paid. Please review EEP Deadlines, Requirements for EEP Application Submission, and Course Registration **before** submitting your application.

The following actions will result in **EEP denial:**

1 **Late director approval**. Your application must receive your director's online approval before the 5PM EEP Application Director Approval deadline. There are no extensions for Director approval Deadlines.

2 **Early registration**. You may not register or be registered (by your department/program) before 8AM of the EEP registration period. EEP registration periods can be found here: Deadlines.

3 **Ineligible EEP Courses.** To receive EEP funding, courses must be EEP eligible **and** listed on your EEP application. To verify course eligibility, visit the University Registrar Schedule of Courses (see Course Selection and Application Submission Requirements for instructions).

Reminder:

Spring 2022 Director Approval Deadline is January 4. Before 5PM.

EEP APPLICATION

*Final deadline – not recommended due to Spring 2022-time constraints

Application Instructions | **Application**

Student Acknowledgment

Thanks for your interest in the Employee Education Program (EEP)! The University of Florida requires all EEP participants to review and acknowledge the EEP Policy before completing this application.

Please read and accept the following:
(check the box to indicate yes)

☑ • The EEP is only available to full-time TEAMS, USPS, or Academic Personnel who are employed in good standing for at least six (6) months.

☑ • This form **does not constitute admission into any academic institution**. Participation in the EEP is a two-step process. The EEP application process does not replace admissions or registration processes. I must first be admitted to my specific institution before I can enroll in courses to be covered by this waiver.

☑ • Registration **must occur within the EEP Registration window** for my courses to be covered by the EEP. Any registration that occurs outside this period will **NOT** be covered by the program. **I understand registered courses not covered by this program will result in my responsibility for tuition, fees and late fees associated with EEP registered courses not dropped by the established fee liability deadline.**

☑ • The EEP tuition waiver will only cover courses listed on the application. A **new application** must be completed and approved before the EEP Application Director Approval Deadline, if I want to enroll in a different or new course and be covered by this program.

☑ • The tuition waiver can only cover a maximum of **six (6) credits** per term. Summer semester registrations occurring May-August (A, B or C) are considered a single semester for purposes of EEP program coverage. If I register for a combination of Sumer A/C or B, a maximum of (6) credit hours will be covered by the EEP.

☑ • The EEP tuition waiver covers the in-state matriculation, building, capital improvement, student financial aid, technology, activity and service, athletic, student health, and transportation fees. All other fees including but not limited to material and supply, online education, late registration, late payment fees are the student's responsibility.

☑ • To be considered for coverage by this program, the completed form must be received by the Office of the University Registrar by the EEP Application Director Approval Deadline for each term I wish to utilize the Employee Education Program.

☑ • This form must be completed and submitted for each term I wish to utilize the Employee Education Program.

☑ • **I have read and understand the rules for participation in the University of Florida Employee Education Program.**

Course Selection

Semester*	Year*	EEP Degree Seeking*		Class Start Date*	Class End Date*	Enter the overall date range for your requested courses
▼		▼				

1. List the EEP eligible course(s) you intend to be registered for. (**primary choices**)

2. If there are (**alternate choice**) courses you are willing to be registered for, you should list them in case your intended choices are full upon registration.

The Employee Education Program will pay for up to six credit hours (**based on your actual registration**) per semester from this list of your primary and alternate choices.

Non-coverage Reminder: If you register for a **course prefix and number*** (for example, ENC1101) **which is not listed on this form**, it will be denied EEP coverage. It is recommended to list alternate courses (if possible).

If you register for an **ineligible course prefix and number*** or **ineligible section** of a course prefix and number*, the course will be denied EEP coverage.

Course registrations must:

1. Match the **course prefix and number*** listed on this form.

2. Be an EEP eligible section of the **course prefix and number*** listed on this form. Verified on https://one.uf.edu/soc the course is listed as "EEP eligible".

3. Not occur prior to 8AM of the EEP Registration period listed on Deadlines

After submitting this form, edits cannot be made. You must complete a new EEP application if you need to make changes.

Course selection instructions:

1. Verify on: https://one.uf.edu/soc, the course is listed as "EEP eligible" in the Additional Detail section of course. If "EEP eligible" is not listed, the course is not eligible for coverage by this program.

2. Include **all primary and alternate courses on the same application.** Use the orange Add button to add courses (or more lines) for course selection. **Do not submit separate applications unless you need to edit a previously submitted application.**

Required:

1. Enter the 5-digit Class Number (if you have one) and click tab to generate a list of EEP eligible courses. Complete any remaining fields (as information is available) Course Prefix and number* (is required to process the application), section, course title, min/max credits, Begin/End times, Meet day(s), and Format (classroom, online, or hybrid) for your supervisor's review.

2. For students enrolling in departmentally controlled courses (without a 5-digit Class number), enter the Course Prefix and Number (required), Section (if available), and the Course Title. Complete remaining fields (as information is available) min/max credits, Begin/End times, and Format (classroom, online, or hybrid) for your supervisor's review.

Course Selection   Add

5-digit Class Number	Course Prefix and Number*	Section	Course Title	Min Credits	Max Credits	Class Meet Number	Begin Time	End Time	Class Meet Day(s)	Class Format	
										▼	Remove

The EEP Office – Received your Application

Your EEP application has been received.

To ● Ford,Verlissa L

Reply | Reply All | Forward | ...

Fri 8/14/2020 7:35 AM

Retention Policy Inbox UF (3 years)   Expires 8/14/2023

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359 KB

Action Items   + Get more add-ins

EMPLOYEE EDUCATION
PROGRAM

Dear VERLISSA FORD - (63209057),

This email confirms that you have submitted an Employee Education Application to attend UNIVERSITY OF FLORIDA during the FALL, 2020 semester. Please review the attached application and confirm that the information you provided is correct.

***Note: The Employee Education Program is the process by which employees may obtain tuition assistance in paying for coursework. The EEP application process does not replace the institution's admissions or

Your Manager Received – Approval Request

Pending Manager Approval for Employee Education Program

OnBase-noreply@ufl.edu

To ○ . HRS Employee Education Program; ● Ford,Verlissa L

↩ Reply   ↞ Reply All   → Forward   ⋯

Fri 8/14/2020 7:35 AM

Retention Policy   Inbox UF (3 years)

Expires 8/14/2023

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EMPLOYEE EDUCATION PROGRAM

Dear FORD,VERLISSA L ,

The employee listed below has a pending application for the Employee Education Program.

UFID: 63209057

Name: VERLISSA FORD

Classification: TEAMS

Job Title: EDUCATION COORDINATOR TEST   **Hire Date:** 11/21/2016   **Department:**

School: UNIVERSITY OF FLORIDA

Semester: FALL, 2020

Please review the application and verify this employee meets all criteria for the Employee Education Program, such as hire date and employment status, then approve or deny the application in OnBase.

To access the approval queue: https://docs.erp.ufl.edu/appnet/Workflow/WFLogin.aspx?LifeCycleID=145&QueueID=191&DocID=34503990

Manager Approved - Confirmation Email

Your EEP Application Manager Approved

O OnBase-noreply@ufl.edu
To ○ . HRS Employee Education Program; ● Ford,Verlissa L
Cc ● Ford,Verlissa L
Retention Policy Inbox UF (3 years)

↩ Reply ↩ Reply → Forward ...
Fri 8/14/2020 7:42 AM

Expires 8/14/2023

Action Items + Get more add-ins

Your EEP Application Manager Approved

*This is an automated No Reply message - Please do not reply to or forward this email.

Dear EEP Participant,

Your application has been approved by your **manager** and has been routed to the director's email address listed on your application. You will receive notification once it is approved by your director.

Please confirm receipt of the director approval **confirmation email** from OnBase-noreply@ufl.edu before the established EEP Application Approval deadline as listed on the EEP website for your institution. As a reminder, Applications will not be considered for funding approval until you receive the director approval confirmation email. Director approval confirmation emails must be received by the EEP participant before the established EEP Application Approval deadline in order for your application to be considered for EEP funding.

Please remember that the EEP covers the in-state matriculation fees for up to 6 credits per semester. You are responsible for verifying the program policy, eligibility criteria, application submission and approval deadlines, and course registration guidelines. You are responsible for paying the fees that the EEP does not cover by the deadline specified by your academic institution.

For students attending institutions other than UF or SFC, it is your responsibility to verify your institution's fee payment deadline each semester. Human Resources will notify financial contact at enrolling institution to make payment arrangements.

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 eep@admin.ufl.edu.

Your Director Received – Approval Request

Pending Director Approval for Employee Education Program

OnBase-noreply@ufl.edu

To ● Ford,Verlissa L; ○ . HRS Employee Education Program

Cc ● Ford,Verlissa L

Retention Policy   Inbox UF (3 years)

Expires 8/14/2023

Fri 8/14/2020 7:42 AM

↩ Reply   ↩ Reply All   → Forward   ···

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Dear FORD,VERLISSA L ,

The employee listed below has a pending application for the Employee Education Program.

UFID: 63209057

Name: VERLISSA FORD

Classification: TEAMS

Job Title: EDUCATION COORDINATOR TEST   **Hire Date:** 11/21/2016   **Department:**

School: UNIVERSITY OF FLORIDA

Semester: FALL, 2020

Please review the application and verify this employee meets all criteria for the Employee Education Program, such as hire date and employment status, then approve or deny the application in OnBase.

To access the approval queue: https://docs.erp.ufl.edu/appnet/Workflow/WFLogin.aspx?LifeCycleID=145&QueueID=190&DocID=34503990

You may also view the EEP Approval Instruction guide located at: https://it.ufl.edu/media/itufledu/edm/EEP-Approval-Instructions.pdf

Director Approved – Confirmation Email

Your EEP Application Director Approved

O **OnBase-noreply@ufl.edu**
To ● Ford,Verlissa L; ○ . HRS Employee Education Program
Cc ● Ford,Verlissa L
Retention Policy Inbox UF (3 years)

↩ Reply   ↩ Reply   → Forward   ⋯

Fri 8/14/2020 7:47 AM

Expires 8/14/2023

Action Items   + Get more add-ins

Your EEP Application Director Approved

*This is an automated No Reply message - Please do not reply to or forward to this email.

Dear EEP Participant,

Your application has been approved by your **director**. Your application has been forwarded to the institution listed on your EEP application for funding review. Please confirm you received this notification **before** the established EEP Application Approval deadline as listed on the EEP website for your institution in order for your application to be considered for EEP funding.

For students attending UF, please confirm you received this notification **before** the established EEP Application Approval deadline as listed on the EEP UF webpage. You must comply with the established EEP course registration period as listed on the EEP UF webpage. As a reminder, UF EEP registration opens after 8AM on established EEP registration period. You may verify application approval and registration period on the EEP UF webpage. Late Director approvals and early course registration will result in EEP funding denial.

For students attending non-UF institutions, please confirm you received this notification **before** the established EEP Application Approval deadline as listed on the EEP website for your institution in order for your application to be considered for EEP funding. Late director approvals could result in delayed processing of your application or funding denial. You may verify application approval and registration deadlines on the EEP website by selecting the link for your institution.

The UF Registrar – Received Your Application

Your EEP application is under review for funding.

O OnBase-noreply@ufl.edu

To ✓ Ford, Verlissa L; ○ . HRS Employee Education Program

Sun 3/28/2021 2:15 PM

Retention Policy Inbox UF (3 years)

Expires 3/27/2024

Complete

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*This is an automated No Reply message - Please do not reply to or forward to this email box.

Dear VERLISSA,

Your application has been approved by your supervisors (Employing Supervisor/Manager and/or Department Chair/Division Head/Director/Designee). **Your application is under review** for program eligibility and funding approval using the information provided in your application and you will be contacted if there is a problem with your application.

For students attending UF, please use this notification to verify you have met your Director Approval Deadline by comparing the date and time of this notification to UF EEP Deadlines. To be considered for funding, you must receive this notification **before** 5PM the established EEP Application Approval deadline listed on the EEP UF webpage and you must comply with the established EEP course registration period as listed on the EEP UF webpage. As a reminder, UF EEP registration opens after 8AM on established EEP registration period. You may verify application approval and registration period on the EEP UF webpage. Late Director approvals and early course registration will result in EEP funding denial.

Registrar Approval Notification

We have received your **FALL 2020** Employee Education Program waiver application. Your application has been processed and these courses have been approved for EEP coverage.

TO MAINTAIN THIS APPROVAL and receive coverage, you must:

- Register/Be registered during the published <u>EEP registration period</u>: **08.31.2020** at 8:00am — **09.04.2020** at 11:59pm
  - Please note, you are responsible for your enrollment, even if your department or college completes your registration; work with your advising unit to ensure that you are not registered before the EEP registration period. **Early enrollment in EEP coursework will result in non-coverage**
  - Registration which occurs after the deadline may still be eligible for coverage, but will incur a $100 late registration fee
- Register/Be registered for sections of these courses which appear as "EEP: Yes" in the <u>Schedule of Courses</u>
  - **Registration in a section marked "EEP: No" in the Schedule of Courses will result in non-coverage**

ADDITIONALLY, please note that courses (e.g. "ENC1101") which do not appear on an approved EEP waiver application CANNOT be covered. Best practice is to include alternate courses on your EEP application that may be substituted in the event that you are unable to register for your originally planned coursework.

Failure to adhere to the guidelines stated in the <u>EEP Policy</u> will result in non-coverage of coursework. If you decide that you no longer wish to take EEP coursework this term, courses must be dropped before

Registrar Approval Notification

the end of the drop/add period in order to avoid a withdrawal/failing grade and potential tuition and fee liability.

Please note: if approval is maintained per the EEP Policy, tuition and applicable fees will be waived after drop/add has ended and before the fee payment deadline. Regardless of when your waiver is applied, be sure to login to ONE.UF and open your tuition statement and pay any tuition and fees which are not covered by the program before the fee payment deadline. Late payment of your financial obligations will result in a $100 late payment fee. A breakdown of fee liability may be found on the HR EEP webpage (see "Financial Obligations").

Please feel free to email eep@registrar.ufl.edu if you have any questions. We wish you the very best in your academic endeavors!

FINANCIAL OBLIGATIONS AND PAYMENT PROCESS FOR CLASSES TAKEN AT UF

Click here for EEP Funding Process

Payment process:

· Be sure to pay your portion of the fees by the fee deadline. To view your tuition and fee due date, go to ONE.UF, and go to the *Campus Finances* Card › *View Account Summary* › *Charges Due*

· To see what fees you are responsible for after you have registered, go to ONE.UF, and go to the *Campus Finances* Card › *View Account Summary* › *Charges Due or Tuition Statement*

· The University Bursar will waive up to 6 credit hours of tuition and fees covered by the Employee Education Program

[Click here for EEP Funding Process](#)

Late Director Approvals

Your EEP application must receive your director's online approval before the 5PM EEP Application Director Approval deadline.

No extensions or exceptions for Director approval Deadlines.

UF Spring 2022 Director Approval Deadline

Director Approval Confirmation email must be received

*Before 5PM January 4

*Final deadline – not recommended due to Spring 2022-time constraints

Registered Early for EEP Courses

You may not register or be registered (by your department/program) before 8AM of the EEP registration period. EEP registration periods can be found here: [Deadlines](#).

Spring 2022 EEP Registration
After 8AM on January 5 – January 11
Drop/Add without fee liability
Before 1159 PM on January 11

We can help! If you have **questions, problems or need assistance** with your EEP registered courses, you must notify the EEP Coordinator at: eep@admin.ufl.edu **during** the EEP registration period and **before 5PM** of the UF drop/add fee liable deadline.

Eligible EEP Courses Are Not On My Application

To receive EEP funding, course registrations must be:

EEP eligible and listed on your EEP application.

Please note: You may register for any EEP eligible section (or 5-digit class number) of the approved **course prefix and number**. If you are registered for a **course prefix and number** (e.g., ENC1101) you did not request on your EEP application, the course will be denied coverage.

If you need to change information after your application is submitted, you must submit a new EEP application.

NON-DEGREE STUDENT REGISTRATION

Non-degree seeking students must receive approval by the university registrar.

Please click here for non-degree registration form. Please review the information relating to special program applications on the linked website (see section: **Special Program and Standard Non-Degree Application Reminders**). Please note: EEP participants will select the highlighted option as shown in the image below if accessing the non-degree application from the Visiting Students page.

Out-of-state institution Students
Individuals registering for special programs sponsored by UF
Individuals wishing to expand their academic background

This application must be approved in addition to the EEP application by the University Registrar (www.registrar.ufl.edu).

Notes:

1 It is important to submit **both** the non-degree and EEP application as soon as possible, to allow ample time for the review and processing of these applications.

2 There is not an *order* for submitting non-degree and EEP applications. However, **both applications are required to process your EEP request.**

View the non-degree instruction guide.

Who do I contact about my EEP request?

UF applications are processed through the combined efforts of multiple offices

HR EEP Office/EEP Coordinator
Verlissa Ford 352-273-0149 eep@admin.ufl.edu
– Primary contact for EEP participants.

University Registrar 352-392-1374 eep@registrar.ufl.edu
– <u>After</u> the Director Approval has been received: approval status, non-degree, or registration specific questions.

University Bursar 352-392-0181 http://www.fa.ufl.edu/bursar/
– EEP tuition waiver, student responsibility fees, and EEP waiver status.

Q&A
Thank you for attending!

Verlissa Ford, Education Coordinator
eep@admin.ufl.edu
352-273-0149