

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

1. Read the **EEP policy** at 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 where they work). 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 college:** (TEAMS employees only) 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> and print two copies of the EEP application (confirmation page of online form.) This form will 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 2009: EEP Registration Period: August 13, 2009 – August 28, 2009
EEP Applications Due: 5:00 p.m. on September 1, 2009
Registration after August 28, 2009 is subject to a \$100 late registration fee.

Spring 2010: EEP Registration Period: December 24, 2009 – January 11, 2010
EEP Applications Due: 5:00 p.m. on January 12, 2010
Registration after January 11, 2010 is subject to a \$100 late registration fee.

Summer A/C 2010: EEP Registration Period: May 6, 2010 – May 11, 2010
EEP Applications Due: 5:00 p.m. on May 12, 2010
Registration after May 11, 2010 is subject to a \$100 late registration fee.

Summer B 2010: EEP Registration Period: June 24, 2010 – June 29, 2010
EEP Application Forms Due: 5:00 p.m. on June 30, 2010
Registration after June 29, 2010 is subject to a \$100 late registration fee.

For Santa Fe College Students:

Fall 2009:

July 16, 2009: 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 16, 2009.

Spring 2010:

December 10, 2009: 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 10, 2009.

Summer A/C 2010:

April 29, 2010: 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 April 29, 2010.

Summer B 2010:

June 22, 2010: 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 22, 2010.

**In all semesters, if you register anytime 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 or (352) 395-5227 or via email to Vivian Gentry: vivian.gentry@sfccollege.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 2009: Friday, July 24, 2009

Spring 2010: Friday, December 4, 2009

Summer 2010: Friday, April, 9, 2010

***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.