



Employee Educational Opportunities EEP & HEO

IFAS March 2021 Benefits Event
Verlissa Ford, Education Coordinator

Higher Education Opportunity Scholarship (HEO)

UF | UNIVERSITY of
FLORIDA



What is the HEO?

The University of Florida's Higher Education Opportunity (HEO) provides children of full-time TEAMS employees with the opportunity of tuition assistance for an undergraduate education at the University of Florida.

Fulltime TEAMS employees are eligible to participate upon their hire date into this role.

The HEO has expanded to provided the to scholarship 150 applicants each year.

Maximum of 132 credit hours toward an undergraduate degree at the University of Florida. Children may use the HEO at a state of Florida public college or community college in the event the child is not admitted to the University of Florida.

Please visit the [HEO policy](#) page for more information about program eligibility and coverage.



HEO Drawing Eligibility

To be eligible to be entered into the pool, the TEAMS parent and child must meet the following conditions:

1. Fulltime TEAMS 1.0 FTE

A full time TEAMS* employee at the University of Florida

***The HEO is not available to OPS, USPS, Academic Personnel, or part-time TEAMS employees.**

2. The child must be the natural, adopted, step, foster, or any other child for which legal guardianship can be documented, of a full-time TEAMS employee.

3. The child is under 26 years of age.



HEO Application Submission – November 1st

To be placed in the scholarship drawing each academic year, the following must be completed at the close of business by the application deadline.

1. Each eligible fulltime TEAMS employee may submit one child's name into the drawing.
2. If the child is not already a student at UF, each child **must apply** for admission to the University of Florida, [Office of Admissions](#)

November 1st Deadline



The Next HEO Drawing Submission...

2022 HEO Drawing Submission Deadlines:

This fall semester between October 1 – November 1

For more information about this benefit, please visit:

<https://learn-and-grow.hr.ufl.edu/education-programs/higher-education-opportunity-for-children-of-teams-employees/>

You may also contact me directly at:

Verlissa Ford

heo@admin.ufl.edu

352-273-0149





What is the Employee Education Program (EEP)?

The Employee Education Program, or EEP, is an opportunity funded by university resources that enables full-time staff and faculty who have been employed at least six months to receive tuition assistance for up to six credit hours per semester at the state of Florida, public university closest to their work location.

TEAMS employees may also attend classes at the public state of Florida college or community closest to their work location.



Program purpose and the benefits of this program?

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!

- Pays up-front: Tuition waiver or payment (depending on the school of attendance). No reimbursement.
- No caps. You may continue to participate provided you meet the minimum requirements. AA – Doctorate Degrees, non-degree courses.
- Courses do not have to be job-related.
- Covers up to 6 credit hour every semester.
- No repayment if you leave the university.



Professional Development

The Employee Education Program is a unique professional and personal development opportunity offered to UF fulltime staff and faculty.

We frequently receive stories from current and former participants who share how the EEP has positively impacted their lives, made them a better resource for their department, or gave them the tools and education they needed to do bigger and better things at UF and in our community.

We hope that you will find your story with this program!



An Opportunity for Tuition Assistance

EEP application process **does not** replace the University of Florida or other institutions' admissions or registration process.

This program is simply an opportunity for tuition assistance, offered to eligible employees for courses covered by this program.



What are the Requirements to Participate?

- TEAMS, UF Academic Personnel or USPS employees
- Full-time status
- Employed for at least six months
- Supervisor and director 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



What Fees Are Covered by The EEP?

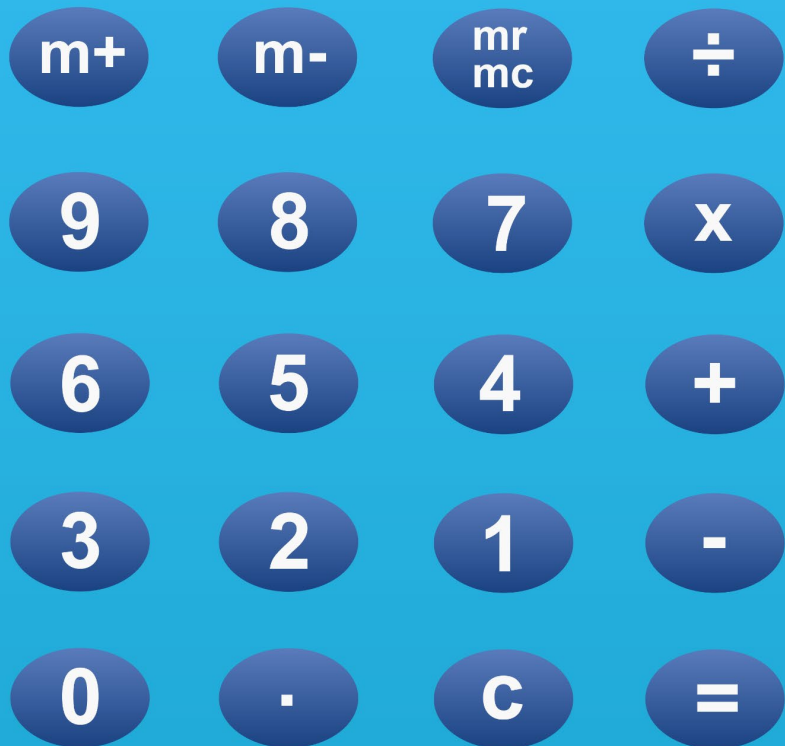
Tuition Matriculation
Building
Capital improvement
Student financial aid
*Technology
* Activity & Service
* Student Health
*Transportation

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

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



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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](#)



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 or Santa Fe College.

For UF employees whose **work location is outside Alachua county**, the school must be a public, state of Florida institution **closest to the employee's workplace**.

- UF employees who work 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

Non-Alachua County Institutions



Complete the school's admissions and registration process

Be accepted as a degree or non-degree seeking student

Confirm EEP deadlines & requirements on the [Outside Alachua County EEP webpage/](#)

- Application instructions
- Deadlines
- EEP application
- Payment Information

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.

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](#)

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.

DEADLINES

Term	EEP Application Director Approval Deadline
Fall 2020	5 p.m., Friday, August 7, 2020
Spring 2021	5 p.m., Friday, December 18, 2020
Summer 2021	5 p.m., Friday, April 23, 2021

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.

The EEP Office – Received your Application

Your EEP application has been received.




To ● Ford, Verlissa L

Retention Policy | Inbox UF (3 years)

Expires 8/14/2023

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

Fri 8/14/2020 7:35 AM

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Action Items

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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

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Reply Reply All Forward

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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

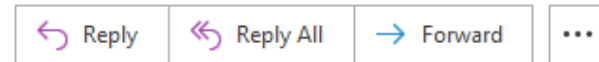
Semester: FALL, 2020

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



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Expires 8/14/2023

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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 eeep@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

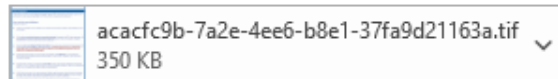
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Classification: TEAMS

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



Fri 8/14/2020 7:47 AM

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Expires 8/14/2023

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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 funding process can begin

Your EEP application is under review for funding.



OnBase-noreply@ufl.edu

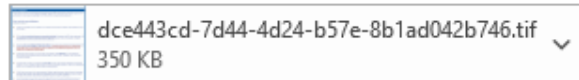
To . HRS Employee Education Program; Ford, Verlissa L



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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-noreply@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.



EEP Questions?

Attending Outside Alachua County



Complete Santa Fe College admissions and registration process

Be accepted as a degree or non-degree seeking student

Confirm EEP deadlines & requirements on the [Santa Fe EEP webpage](#)

Santa Fe EEP webpage

- Application instructions
- Deadlines
- EEP application
- Payment Information



EEP the UF Process

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

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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 2020	5 p.m. on August 28, 2020	8:00 a.m., August 31, 2020 – 11:59 p.m., September 4, 2020
Spring 2021	5 p.m. on January 8, 2021	8:00 a.m., January 11, 2021 – 11:59 p.m., January 15, 2021
Summer A/C 2021	5 p.m. on May 4, 2021	8:00 a.m., May 10, 2021 – 11:59 p.m., May 11, 2021
Summer B 2021	5 p.m. on June 22, 2021	8:00 a.m., June 28, 2021 – 11:59 p.m., June 29, 2021

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.**

The EEP Process

Step 1

- Program Requirements & Eligibility
- Meet Institution's Requirements (separate from EEP)

Step 2

- Verify Deadlines, Course Selection, Plan for Registration
- Submit Online Application

Step 3

- Monitor Supervisor Approvals, Register for EEP Courses
- Registrar Review, Approval, EEP Tuition Waiver

Step 1

Program Requirements & Eligibility

Meet Institution's Requirements



Visit the EEP website to learn about:

- EEP program **policy, requirements, and Deadlines**
- **Verify you are eligible** to participate (job type, time in position)
- **Gain the support of your supervisors**
- Contact UF Admissions and Registrar offices to learn about your academic process for admission to UF.
- You must be **accepted as a degree or non-degree seeking student** to utilize the EEP.

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

Step 2

Verify Deadlines, Course Selection, Plan for Registration Submit Online Application



Visit the EEP website to verify:

- EEP deadlines (**director approval, registration, drop/add**)
- Automated process **timing is important**
- Determine your reporting structure (one or two supervisor approvals needed?)
- **Course eligibility** [Schedule of courses](#) and **who registers my courses?**
- **EEP Application submission** – as early as possible

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

Step 3

Monitor Supervisor Approvals, Register for EEP Courses Registrar Review, Approval, EEP Tuition Waiver



- Monitor your supervisor/director approval **confirmation emails**. Contact EEP Coordinator eep@admin.ufl.edu if you do not receive confirmation emails after your supervisor(s) approves.

After your director approves your application:

- Registrar will send your application approval status:
Approval confirmation or Non-coverage notification
- **No early registration permitted** (see) [Deadlines](#)
- **EEP tuition waiver** will be applied by the Bursar on or before the UF fee deadline

The EEP Office – Received your Application

Your EEP application has been received.




To ● Ford, Verlissa L

Retention Policy | Inbox UF (3 years)

Expires 8/14/2023

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

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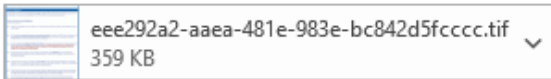
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Semester: FALL, 2020

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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



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Your EEP Application Manager Approved

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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 eed@admin.ufl.edu.

Your Director Received – Approval Request

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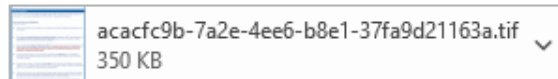
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***This is an automated No Reply message - Please do not reply to or forward to this email.**

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.

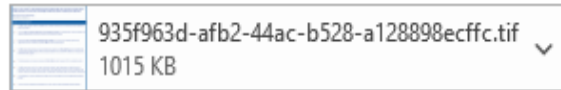


OnBase-noreply@ufl.edu

To Ford, Verlissa L; . HRS Employee Education Program

Retention Policy Inbox UF (3 years)

Complete



Sun 3/28/2021 2:15 PM

Expires 3/27/2024

***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 [EEP registration period](#): **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 [Schedule of Courses](#)
 - **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 [EEP Policy](#) 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!

***This is an automated message - Please do not reply to this mailbox.**

Registrar Approval & Tuition Waiver

[Click here for EEP Funding Process](#)







Late Director Approvals

Your 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 Summer Semester Deadlines

Confirmation email must be received

Summer A/C: before 5PM May 4, 2021

Summer B: before June 22, 2021

Please note: Summer B requires a separate application



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](#).

Summer EEP Registration

Summer A/C EEP registration **after 8AM** on:

May 10 – May 11

Drop/Add without fee liability **May 11, 1159PM**

Summer B EEP registration **after 8AM** on:

June 28 – June 29

Drop/Add without fee liability **June 29, 1159PM**

Please note: Summer B requires a separate application



Eligible EEP Courses Are Not On My Application

To receive EEP funding, courses must be EEP eligible and listed on your EEP application.



The only way to verify course eligibility is on the University Registrar [Schedule of Courses](#) (see [Course Selection](#) and Application Submission Requirements for instructions).

Please note: if you need to change information after the application submits, you need a new application



Non-degree Student Registration

The Non-Degree is a normal University process. Non-degree seeking students must receive approval by the university registrar.

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.](#)



What other considerations do I need to make?

- We do not recommend submitting your EEP application before reading the instructions on the [Checklist for Students Attending UF](#)
- Applying to a degree or non-degree program is a normal University Admissions process and is completely separate from the EEP process.
- At UF, EEP coverage is based on individual courses and seats available. It is not structured to cover degree programs.
- A new application must be submitted each semester you wish to participate.
- Add alternate EEP eligible courses to your application in the event your primary choices are full. The EEP will cover up to six credit hours from the list of your EEP eligible **registered** courses.



What other considerations do I need to make?

- **Registration occurs during drop/add.** If someone else is registering courses on your behalf, you must alert them you are requesting EEP funding and your EEP registration dates.
- If your EEP request is denied, you will be responsible for all tuition, fees, late fees unless you **drop EEP courses before the drop/add fee liable deadline.**
- Petitions and or refunds are not permitted for this program.
- Start the process early – timing is key! This allows you ample time to make adjustments if needed.
- Contact eed@admin@ufl.edu if you have questions. We are happy to help!



UF EEP Administrative Offices Who do I contact about my EEP request?

UF applications are processed through the combined efforts of multiple offices:

- **HR EEP Office/EEP Coordinator** – Primary contact for EEP participants. Verlissa Ford 352-273-0149 eep@admin.ufl.edu
- **University Registrar** – After the Director Approval has been received: approval status, non-degree, or registration.
352-392-1374 eep@registrar.ufl.edu
- **University Bursar** – EEP tuition waiver, student responsibility fees, and EEP waiver status.

352-392-0181 <http://www.fa.ufl.edu/bursar/>



Reminders – Important Dates for Summer 2021

Summer A/C

Director Approval Deadline:

May 4, before 5PM

Registration Period:

after 8AM May 10 - 1159PM May 11

Summer B

Director Approval Deadline:

June 22, before 5PM

Registration Period:

after 8AM June 28 -1159PM June 29

Please note: if you are applying for Summer A/C **and** Summer B courses, a separate application is needed for Summer B.



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