



Application Process: Please visit www.hr.ufl.edu/training/eep/process.htm

1) Employee Application

Full-time faculty, A&P, and USPS employees in good standing who have been employed for at least six months and have attained permanent status, if USPS, with the University of Florida may apply for enrollment in up to six credit hours of instruction per semester at the university at their supervisor's discretion. Participating employees must be non-degree seeking students or be admitted to the university as degree-seeking students. Please read the UF Employee Education Program policy and process for applying, at www.hr.ufl.edu/training/default.htm, before completing this application. **This program is NOT available to OPS, such as graduate assistantships, residencies, and some faculty positions, or part-time personnel or employees assigned to temporary, visiting, or probationary appointments.**

Last name:			First name:			MI:		
Social Security Number:			Job title:					
Department name:			Campus address:					
Classification:	Faculty	A&P	USPS	Semester enrollment:	Fall	Spring	Summer	
Registration status:	Degree-seeking		Non-degree seeking					

Please list below the courses* in which you wish to enroll. You may enroll in **up to** six credit hours per semester from this list of primary and alternate choices. This program does **NOT** permit enrollment in thesis, dissertation, internship, directed individual study, individual performance, non-credit, sponsored credit, off-book program, or some distance education courses. Please check whether your course choices are approved for the EEP by visiting www.reg.ufl.edu/soc/education-program.html.

Course Prefix and Number	Course Section	Course Title	Credit Hours	Class Period

As an applicant to the UF Employee Education Program, I certify that I am a full-time faculty, A&P, or USPS employee in good standing with the university. Participation in this program is a privilege and not a right or guarantee. I understand that to continue participating in the EEP, I must achieve a passing grade in and complete all courses taken through this program. I understand that designations such as withdraw (W) or withdraw/failing (WF) will not satisfy this requirement. I have read and agree to fully abide by all policies, rules, and procedures governing the program. I verify that I am not participating in the Department of Management Services' State Employee Education Voucher Program. I recognize that I am not eligible for student activity, athletic, health, or transportation services and that I may **not** elect to pay these fees to access these services. I understand that at any time, with five day's notice, the university may terminate my participation in this program. I further understand that if I wish to participate in the EEP, I may **only** register during the designated drop/add period. If I wish to forgo the EEP and pay for a class, I may participate in the regular registration period.

Employee's Signature	Date	Phone number
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*Certain courses may be subject to taxes as defined by the Internal Revenue Service. 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. In addition, employees may be responsible for additional fees, which include but are not limited to, application, out-of-state tuition, photo identification, late registration, late payment, and **material and supply fees**.

2) Departmental Authorization and Approval

I certify that this applicant is eligible for the Employee Education Program because he or she is a faculty, A&P, or USPS employee who has been employed by the university for at least six months and, if applicable, has attained permanent status as a USPS employee in any classification. Based on departmental discretion, the courses for which the employee wishes to register are job-related, and the time required to attend these courses will be covered by appropriate leave requests or work schedule adjustment.

Department Chair/Division Head Signature	Printed Name	Date
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3) University Registrar's Approval

The courses and sections applied for meet the guidelines of the Employee Education Program.

University Registrar Designee Signature	Printed Name	Date
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