



# FLORIDA ATLANTIC UNIVERSITY

## Employee Educational Scholarship Program for IN-UNIT FACULTY SPOUSE

Forms will not be accepted past **12 NOON** on the due date.

PLEASE TYPE OR PRINT IN INFORMATION SECTIONS

EMPLOYEE INFORMATION						
Employee Name	Z#:		Job Title		E-mail Address @fau.edu	
Department	Campus	Bldg.	Room	Phone Ext.	Hire Date	

SPOUSE INFORMATION – ATTACHED TAX TRANSCRIPT/MARRIAGE CERTIFICATE IS REQUIRED	
Spouse Name	Z#:

COURSE INFORMATION (Please list courses below for which you desire approval, include alternates)				
COURSE PREFIX	COURSE TITLE	COURSE CALL #	CREDIT HRS	CLASS DAYS & TIME

TERM: Year \_\_\_\_  Fall  Spring  Summer\*\*  1  2  3

Course Level  Undergrad  Grad

**\*\*SELECT ALL APPLICABLE SUMMER TERMS**

EMPLOYEE CERTIFICATION (Please see page 2 for important tax information).	
By signing below, I certify that I have read page 2 and I understand that:	
<ul style="list-style-type: none"> <li>- The Spouse eligible for this benefit MUST APPLY FOR ADMISSION AND REGISTER FOR CLASSES. The EESP-S application DOES NOT substitute for registration for classes.</li> <li>- I understand that the Spouse must be enrolled in six (6) credits per semester, of which, fees for three (3) will be waived and the remaining three (3) credits will be paid for out of pocket. Any credits taken over and above the six (6) required credits must be paid for by the Spouse or employee.</li> <li>- I must be in good standing as <b>In-Unit Faculty</b> and eligible for FAU's EESP to participate in the EESP-S.</li> <li>- It will be my responsibility to pay the cost of tuition &amp; applicable fees, if the student audits, drops after the drop/add deadline, or receives a grade below a C for undergraduate courses.</li> <li>- If repayment is not made for the unsuccessful coursework, the University reserves the right to withhold the amount due from the employee's paycheck. This authorizes Florida Atlantic University's Payroll department to deduct from the employee's paycheck monies owed to Florida Atlantic University for the repayment of the EESP-S program.</li> </ul>	
Employee Signature	Date

HUMAN RESOURCES USE ONLY	
Approval <input type="checkbox"/> Disapproval <input type="checkbox"/>	HR Signature
Reason for disapproval:	Date

CASHIER'S OFFICE USE ONLY	
Grade at end of Semester Course 1 _____ Course 2 _____	Reason for disapproval
	Cashier's Signature
	Date

## **Procedure related to THE EMPLOYEE EDUCATIONAL SCHOLARSHIP PROGRAM for IN-UNIT FACULTY SPOUSE (EESP-S)**

After completing this form, please return the approved, completed original to the HR Dept, IS4, #114. For questions regarding this form, please call 561-297-3073.

### **SPOUSE of ELIGIBLE IN-UNIT FACULTY:**

Per the 2022-2025 Faculty Collective Bargaining Agreement, Spouses may be allowed to enroll for up to six (6) credit hours of instruction per term if an eligible employee is NOT using their EESP benefit. A spouse may participate in The Plan at the undergraduate or graduate level. The spouse must be enrolled in six (6) credits per semester, of which, fees for three (3) will be waived at the rate of the level of program enrolled. The remaining three (3) credits must be paid for out of pocket. If the Spouse chooses to enter the University as a full-time, matriculated student, their admission to the University may be deferred to the Spring semester of the academic year they are attempting to enroll. Any credits taken over and above the six (6) required credits must be paid for by the Spouse or employee. The parent or employee will be responsible for paying the tuition and fees for any courses dropped (except for courses dropped on an emergency basis) by the student after the official Drop/Add period during the first week of classes. If the individual withdraws from the university before the end of the last day to withdraw the parent or employee will be responsible for paying that portion of tuition and fees that is not subject to refund. Students enrolled must maintain at least a 2.0 cumulative GPA. If the student falls below a 2.0 cumulative GPA for the term, the parent or employee will be responsible to repay the credits applied for that semester's EESP. The employee must have completed six months of continuous service with FAU and be in good standing. Additionally, employment with the University must remain active for the entire semester, or you will be responsible for payment. Any unused leave will be applied to balance due if not paid in full.

### **APPLICATION PROCESS**

The student must be admitted and degree-seeking prior to applying for the EESP-S. Information on admissions requirements and procedures may be obtained from the Admissions Office, Student Support Services Bldg., #113, or call 561-297-3040.

(A) Prior to registration, the eligible In-Unit Faculty Member shall obtain the required EESP-S form. This form is to be completed, necessary approvals are to be obtained, and the form is to be returned with an attached TAX TRANSCRIPT or MARRIAGE CERTIFICATE (if married less than a year) to the Human Resource's Benefits Office for verification and final approval during the week of registration but prior to the last day of Drop – Add. The EESP-S application can be mailed, emailed, or faxed to:

Department of Human Resources  
777 Glades Rd, Bldg. IS-4, Room 114  
Boca Raton, FL 33431  
Email: [benefits@fau.edu](mailto:benefits@fau.edu)  
Fax: (561) 297-4220

(B) All approved forms will be sent to the University Cashier's Office by Human

Resources. The Cashier's Office will defer 'In-State Only' tuition charges for up to three credits until the end of the semester. Students who receive a grade of C or better for undergraduate courses will have the tuition fee waived. This tuition waiver includes undergraduate courses that are on a Pass/Fail provision. Any other grade at the end of the semester will not be approved, and the employee will be responsible for payment. When different course levels are involved, the credit hours with the highest cost shall be waived. Tuition for Incompletes (I) will be paid once the grade is converted into the required passing grade. The employee must make repayment for unsuccessful coursework within 30 days of the grade notification by the University Registrar. Any spouse with outstanding debts to FAU will not be approved for the EESP-S. Payment Options: Online using your Master Card, American Express or Discover Card. Using the online system, the third-party vendor (PayPath) will process your payment and apply it to your student account with a non-refundable fee of 2.6%. Or, online using your Checking/ Savings account without a fee, or Cashier's Drop Box located in the Boca Raton Student Services Building (Check or Money Order only). The University is authorized to make payroll deductions from the employee's paycheck to satisfy any outstanding balance after 30 days.

(C) It is the employee's responsibility to process the registration form, the EESP-S form, and pay any additional fees due at the Cashier's Office by the published deadline.

(D) It is the employee's responsibility to notify Human Resources of any changes to this EESP-S form before the due date. The only classes that will be covered are the ones listed on this form.

(E) Admission, counseling, registration, drop/add, refund and grade policies and procedures for the employee will be the same as for other students as outlined in the University Catalog and the Schedule of Courses for each term. Only courses offered at the Boca Raton, Fort Lauderdale (Tower), Davie, Harbor Branch, SeaTech, or MacArthur campuses are eligible for the EESP-S. Contract courses or other special programs are not eligible for this scholarship. Employees will be responsible for the additional cost/fees associated with E-Learning courses.

Internal Revenue Code Section - Payments may be for undergraduate and graduate - level courses. If your employer pays more than \$5,250 for educational benefits for you during the year, the employee must generally pay tax on the amount over \$5,250. For more information log on to: <https://www.irs.gov/publications/p970>

**BILLING PROCESS:** For specific billing questions, please contact the Controller's Office at 561-297-3118.

\* You may obtain your tax transcript by going to the IRS website: <https://www.irs.gov/>, click on "Get Your Tax Records," and follow the instructions for obtaining your Tax Transcript.

*EESP-S Form Revised 10/2022*