

# Tuition Assistance Guidelines

Effective September 15, 2011

## Annual Tuition Assistance Program – Amounts and Administrative Procedures



### ACTIVE AND ENTRY LEVEL EMPLOYEES – ETAP/PDA

#### Tuition Assistance (ETAP)

Up to \$5,000 per year for college credit classes towards a degree (includes tuition and some fees)

Up to \$200.00 (of the \$5,000) per year for book reimbursement

#### ETAP Administration

- ETAP accepts regionally accredited colleges and universities
- It is strongly recommended to submit an application for ETAP in advance so you are sure your selected school and classes are approved
- ETAP applications can be submitted as early as 60 days prior to term start date but not later than 45 days after the start date of the term

#### Book Reimbursement

- Book reimbursement must be for an ETAP approved college credit class, applied for after the official drop/add period has ended and submitted not later than 90 days after the term start date

#### Tuition Reimbursement

- Only for active/entry level ETAP employees who attend an approved school that does not accept our vouchers

#### Personal Development Assistance (PDA)

Up to \$2,200 (of the \$5,000) for Personal Development classes

#### PDA Administration

- Includes classes that can improve or enhance your position in the workplace; Classes in basic skills (reading, writing, math), labor studies, public speaking, communication, professional development, related computer and related technical classes
- PDA applications must be submitted for approval **30 days in advance of the class start date**

### LAI D OFF EMPLOYEES (ILO), (NVRAP)

Up to \$8,400 one time amount depending on seniority

#### NVRAP Administration

- Employee must be laid off 90 days before NVRAP can be requested
- For approved classes at approved schools (some PDA is considered)
- Maximum annual use cannot exceed \$5,250 total of ETAP/PDA
- Applications can be submitted as early as 60 days prior to term start date but not later than 45 days after the start date of the term

### SURVIVOR TUITION ASSISTANCE (SETAP)

Eligible spouse and dependents may use the balance of the deceased employee's tuition assistance for a period of time equal to the term of the current contract. In a work related death the eligible spouse and dependents may use the balance of the current tuition assistance account plus three additional years of assistance for a period of time equal to the term of the current contract

#### SETAP Administration

- The Tuition Assistance Department issues a letter to the deceased eligible survivors describing the benefit amount and including directions for application and contact information for assistance

### RETIRED EMPLOYEES (RETAP)

Up to \$1,750 for approved classes

#### RETAP Administration

- Retirees can take college credit classes offered to the active/entry level employees on a space available basis at the plant, local or region they retired from or any other Ford facility offering classes to the active/entry level employees.
- If no Ford facility is available within a 50 mile radius of the retiree; the retiree can take a college credit course towards a degree from an approved college or university
- Applications can be submitted as early as 60 days prior to class start but not later than 45 days from the start of class

### VOUCHERS

When an application for classes is approved, an Official Tuition Voucher is issued to the employee on-line or by mail depending on how the employee applied

**Please note: Employees are responsible for assuring the school receives the voucher, has billed the Tuition Assistance Department and that payment has been received by the school**

- All active, entry level, laid off and retired employees are responsible for submitting the original official tuition voucher to the school by the class start date
- The employee should follow up with the school to determine they have billed the Tuition Assistance Department by the deadline
- The employee is responsible to follow up with the school to ensure they have received payment

#### Voucher Administration

- Tuition assistance approval vouchers expire 9 months after the start date of the class
- No payment will be made to schools beyond this date
- Unused vouchers must be returned to the Tuition Assistance Department with VOID written on the front to have your account adjusted and the classes voided

Applications can be submitted on-line at [www.myuawford.com](http://www.myuawford.com) or printed out at [www.uawford.com](http://www.uawford.com). Contact your local Education Representative or the Tuition Assistance Department at 1-800-367-3829 for questions and assistance.