

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**

LAID OFF EMPLOYEES (ILO), (NVRAP)

Amount depending on seniority

NVRAP Administration

- Employee status must be listed as Indefinite lay-off (ILO) 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 or printed out at www.uawford.com. Contact your local Education Representative or the Tuition Assistance Department at 1-800-367-3829 for questions and assistance.