



UAW-Ford Employee Tuition Plans (ETAP) Degree Program Application



Section I

Applicant Information (please print with **BLUE** ink or type)

Name: _____ Social Security #: _____
(Last) (First) (Middle)

Address: _____ Telephone #: _____
(Number/Street) (City/State) (Zip)

Plant Name: _____ UAW Local: _____ E-mail Address: _____

Section II

School Information (Required): Degree Type: GED AA BA MA PhD

Degree Program Title: _____ **Anticipated Graduation Date:** _____
MM/DD/YYYY

Term Beginning Date: _____ Term Ending Date: _____

School (Full Name): _____

School Website Address: _____ School Phone Number: _____

School Address: _____
(Number/Street) (City/State) (Zip Code)

Section III

Course Information

	Course Number (PSY101)	Course Name(s) (Example: Intro to Psychology)	Credit Hours	Check Course Location*				Cost per Credit Hour	Lab/Fee	Total Cost
				P	L	S	O			
(1)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
(2)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
(3)	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

Fees

_____	_____	_____	_____
Application Fee	Registration Fee	Other Fee/Explain	Total Fees

*Course Location Codes: P = Plant / L = Local / S = School / O = Online Sub Total = _____

What other aid will you be using to pay for studies? (VA, scholarship, grant, etc.) (SUBTRACT) Financial Aid - _____

TOTAL AMOUNT REQUESTED = _____

Section IV

Conditions

As an eligible UAW-represented Ford hourly employee, I apply for approval of the above course(s) under the UAW-Ford Employee Tuition Plan. I understand that (1) tuition assistance will be subject to conditions contained in the Plan; (2) I am responsible for the payment of all non-approved costs and/or fees; (3) the training is voluntary, not considered hours of work or employment and is not subject to compensation; (4) the UAW, Ford Motor Company and the UAW-Ford National Programs Center have no liability for injury or illness resulting from attending such training; and (5) the Plan will pay only that portion of tuition and approved fees not covered by other financial aid sources. In addition, I agree to provide whatever information may be required for the administration of the UAW-Ford Employee Tuition Plans and that continuance in the Plan is subject to meeting its provisions. I further authorize any educational institution that I may attend to release to the UAW-Ford National Programs Center any requested information pertinent to the Plan regarding my status in said institution, including the release of a transcript or other information as outlined in the Plan.

APPROVAL FOR CLASSES MUST BE SUBMITTED NO LATER THAN 45 DAYS FROM THE CLASS START DATE
UNSIGNED APPLICATIONS WILL BE RETURNED, WHICH DELAYS PROCESSING
(PREVIOUS EDITIONS OF THIS FORM MAY NOT BE USED AS OF 11/19/07)

Employee's Signature (please use **BLUE** ink)

Date

For Center Use							
<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> R	<input type="checkbox"/> E	<input type="checkbox"/> P			

When completed, mail to:

UAW-Ford National Programs Center, Tuition Assistance Department, 151 W. Jefferson Avenue, P.O. Box 33009, Detroit, MI 48232-5009



Instructions for Completing the Employee Tuition Plans (ETAP) Degree Program Application



Read these instructions carefully before you fill out the application form.

General	<ul style="list-style-type: none"> ◆ If mailing in print with BLUE ink or type all requested information ◆ Fill in all of the information requested ◆ If you need assistance call 1-800-Ford-UAW ◆ This application is for GED and College Credit Degree Programs only ◆ The Employee Tuition Plans Program pays tuition and fees directly to the school ◆ When your application is approved, an Official Approval Voucher will be mailed to you or printed on-line for an on- line application ◆ Sign and present the Voucher to your chosen school at the time you enroll. If you change/drop a course, it is your responsibility to notify the National Programs Center ◆ Your school will bill the National Programs Center
Section I	<p><u>APPLICANT INFORMATION</u></p> <ul style="list-style-type: none"> ◆ Any change in name or address must be submitted to labor relations at your work location ◆ Your Social Security Number is required to process your application ◆ Be sure to include the area code with your telephone number
Section II	<p><u>SCHOOL INFORMATION</u></p> <ul style="list-style-type: none"> ◆ Identify your degree and program title and reference your anticipated graduation date ◆ Term <u>beginning</u> and <u>ending</u> dates must be entered and only <u>one</u> term should be applied for per application ◆ Enter the name, address and telephone number and website of the school you plan to attend
Section III	<p><u>COURSE INFORMATION</u></p> <ul style="list-style-type: none"> ◆ Be sure to list the course number(s) and title(s) as shown in the school catalog. Example = PSY101 Introduction to Psychology ◆ Enter the number of credit hours for a college credit course ◆ Check the location where the course(s) will be held ◆ Enter lab fee if applicable ◆ Add the totals of all columns and enter the sub total ◆ Complete applicable fee information/explanation <p><u>FINANCIAL AID</u></p> <ul style="list-style-type: none"> ◆ If you will be receiving any financial aid from sources other than the Employee Tuition Plans Program, you must identify the sources and indicate the amount ◆ The Plan will pay only that portion of tuition and approved fees not covered by other sources ◆ You may want to talk to the financial aid department or counselor at the school or college you wish to attend ◆ Failure to completely list sources of other financial aid that you receive can disqualify you from taking part in the Plan <p><u>TOTAL AMOUNT REQUESTED</u></p> <ul style="list-style-type: none"> ◆ Subtract Financial Aid from Sub Total and enter the Total Amount Requested
Section IV	<p><u>CONDITIONS</u></p> <ul style="list-style-type: none"> ◆ Approval for classes must be submitted no later than 45 days from the class start date ◆ <u>Read the application carefully then sign and date the application in BLUE ink.</u> Unsigned applications will be returned, which delays processing <p style="text-align: center;">Mail the completed application to: UAW-Ford National Programs Center Tuition Assistance Program 151 W. Jefferson, P. O. Box 33009 Detroit, Michigan 48232-5009</p>