



UAW-Ford Retiree Education and Training Assistance Plan (RETAP) Application



Section I

Applicant Information (please print with BLUE ink or type)

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

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

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

Section II

School Information

Term Beginning Date: _____ Term Ending Date: _____

I wish to apply for the following course: Credit Non-Credit Labor Studies

School/Provider (Full Name): _____

School Telephone Number: _____

Website Address: _____

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

Section III

Course Information

Course Number	Course Name(s) (As shown in catalog)	Credit/Course Hours	Check Course Location***				Cost Per Credit Hour	Lab Fees	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"/>	_____	_____	_____
Application Fee		Registration Fee	Other Fee/Explain				Total Fees		_____
Total Amount Requested =									_____

***Course Location Codes: P = Plant / L = Local / S = School / O = Other _____
Explain _____

Section IV

Conditions

As an eligible UAW-represented retiree of Ford Motor Company, I am requesting approval of the above course(s) under the UAW-Ford Retiree Education and Training Assistance 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; and (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. In addition, I agree to provide whatever information may be required for the administration of the UAW-Ford Retiree Education and Training Assistance Plan 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 this 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 edition of this form may not be used as of 11/19/07)

Retiree's Signature

Date

For Center Use

A D R E P

When completed, mail to: UAW-Ford National Programs Center, 151 W. Jefferson Avenue, P.O. Box 33009, Detroit, MI 48232-5009



Instructions for Completing the Retiree Education Training Assistance Application



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

General

- ◆ 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
- ◆ 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
- ◆ Retirees are eligible for up to \$1750 per calendar year for the prepayment of tuition & compulsory fees for approved on-site classes taken at any plant, local union hall, or other approved local program delivery site
- ◆ If both the Ford facility and the local union hall are closed and no other UAW-Ford represented locations exist in the area, retirees may attend classes at a college or university approved by the National Programs Center
- ◆ Review the completed application to make sure that you included all requested information

Section I

APPLICANT INFORMATION

- ◆ Any change in name or address must be submitted to Ford Labor Relations
- ◆ Social Security Number is required
- ◆ Be sure to include the area code with your telephone number

Section II

SCHOOL INFORMATION

- ◆ Check the type of course for which you are enrolling
- ◆ Term beginning and ending dates must be entered and only one term should be applied for per application
- ◆ Enter the name, address and telephone number and website of the school

Section III

COURSE INFORMATION

- ◆ Be sure to list the course number(s) and title(s) as shown in the school catalog or on-site flier
- ◆ Enter the number of credit hours for a college credit course or enter the number of contact hours (class time) for non credit courses
- ◆ Check the location where the course(s) will be held. Unless you are from a closed plant (with no plant or local in the vicinity of the closed plant), you must check plant or local
- ◆ This program does not pay for certification, license or graduation fees, materials, supplies, tools, food, lodging, transportation or parking. These and similar costs will be deducted from the approved amount of any Approval Voucher and will remain the responsibility of the student
- ◆ Add the totals of all columns and enter the total amount requested

Section IV

CONDITIONS

- ◆ Approval for classes must be submitted no later than 45 days from the start date of class
- ◆ Read the application carefully then **sign** and **date** the application in **BLUE** ink. Unsigned applications will be returned, which delays processing

Mail the completed application to:
UAW-Ford National Programs Center
Tuition Assistance Program
151 W. Jefferson, P. O. Box 33009
Detroit, Michigan 48232-5009