



Guidelines for TechShop and Using UAW-Ford Tuition Assistance

- TechShop is an approved training facility for specific Personal Development PDA classes that do not offer end products (i.e. jewelry, woodcrafts, made objects you can take home etc.).
- Tuition costs for approved classes will cover tuition only.
 - Material Fee is not covered.
 - Membership Fee is not covered. Discount for membership fee may be offered through Discount Marketplace. See www.at.ford.com.
 - Machine Rental Fee is not covered.
- Tuition coverage is for approved TechShop Classes and is for eligible Active employees only. It does not include spouses, children or retirees.
- Classes must be attended on the employees own time.
- Eligible Employees:
 - Applications for attending TechShop must be completed and submitted by the **employee** only via the appropriate internal application process.
 - Applications for tuition must be submitted by the employee in advance. If approved, an approval voucher will be issued to the employee authorizing them to take the class.
 - No employee should begin a class without having an Official Tuition Voucher on the first day of class.
 - Classes that have been approved and paid for cannot be repeated using tuition assistance.
- TechShop will:
 - Bill the National Programs Center after the class has started, by sending an invoice with the signed original tuition voucher from the employee within 9 months of the class start date. After 9 months the voucher is void and will not be reissued.
 - TechShop is approved to attend UAW-Ford Plant Education Fairs if invited by the Education Rep, and to distribute Program/School flyers and brochures to the employees at these fairs.
 - TechShop may send flyers and brochures to the Education Rep for posting at other times of the year as needed.
 - TechShop may not go in the plant to recruit at other times.
 - Direct outreach outside of Education Fairs or collection of employee personal information is not authorized.
 - Any questions should be directed to: Jay Gazzarato 313- 392-7162 jgazzara@ford.com or Kelly Hines 313-392-7011 khines2@ford.com.