



UAW-Ford Employee Tuition Program (ETP) RETAP Application

MOVE AHEAD WITH EDTP

Section I

Applicant Information (please print with BLUE ink or type)

Name: _____
(Last) (First) (Middle)

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

Plant Name: _____ UAW Local: _____

Global ID#: _____
 Social Security #: _____
 Telephone #: _____
 E-mail Address: _____

Section II

School Information (Required)

Term Beginning Date: _____ Term Ending Date: _____

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

School (Full Name): _____

School Website: _____ School Phone Number: _____

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

Section III

Course Information

	Course Number	Course Name(s) (As shown in catalog)	Credit/Course Hours	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"/>	_____	_____	_____
		Application Fee	Registration Fee	Other Fee/Explain				Total Fees		

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

Sub Total = _____

What other aid will you be using to pay for studies? (Do not include loans.) Circle all that apply:

Grant Merit Award Academic/Athletic Scholarship Other _____ None (Subtract) Financial Aid = _____

Total Amount Requested = _____

Section IV

Conditions

As an eligible UAW-represented Ford retiree, I apply for approval of the above course(s) under the UAW-Ford Employee Tuition Assistance Program. I understand that (1) tuition assistance will be subject to conditions contained in the Program; (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 Program will pay only that portion of tuition and approved fees not covered by other government grant or scholarships. In addition, I agree to provide whatever information may be required for the administration of the UAW-Ford Employee Tuition Program and that continuance in the Program 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 regarding my status in said institution, including the release of a transcript or other information as outlined in the Program.

**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 1/22/2016)

Retiree's Signature (Please use BLUE ink) _____

_____ Date

For Center Use

A D R E 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 Retiree Education Training Assistance Application

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

General

- ◆ If mailing, 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 Program pays tuition and approved 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 \$2,000 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 location is within 50 miles, retirees may attend college credit classes towards a degree 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/Global ID 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, 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
- ◆ 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 materials, supplies, tools, food, lodging, transportation or parking or certain fees. 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