



www.uawford.org/edtp/ircp

REMINDER:

All students must:

- 1. Apply for tuition assistance at www.myuawford.com (IRCP application) and be approved prior to registering at the school.**
- 2. Register at the school.**
- 3. Once registered with the school, log back into your tuition assistance account at www.myuawford.com and electronically activate/release the tuition voucher to the school by the voucher due date or the school will drop you from the course.**

UAW-FORD INDUSTRIAL READINESS CERTIFICATE PROGRAM

Penn Foster Career School



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REGISTRATION INFORMATION

Register via: <http://uaw.pennfoster.edu>

Course Tuition	IRCP-1 Tuition: \$285	IRCP-2 Tuition: \$285	IRCP-3 Tuition: \$285
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IMPORTANT DATES

These courses are online, self-paced independent study courses. Following completion of the online material and module tests, students will take a final exam at a local community college. The final exam will be scheduled no earlier than the final exam taken by other UAW-Ford members taking on-campus classes at that community college.

Penn Foster students will need to be enrolled in the Penn Foster course for a minimum of 8 weeks prior to testing at a local community college. Maximum enrollment time before testing is 6 months.

Registration date:	4/1/16 – 4/26/16	5/2/16 – 3/31/18 (may register anytime)
Voucher (payment) due date:	4/26/16	ASAP
Class start/enrollment date:	5/2/16	Within 48 hours after voucher activation/release
Class end date:	No later than 11/2/16	No later than six months after enrollment date
Last date to drop course for full tuition refund:	5/31/16	30 days after receipt of Welcome email and course access information from Penn Foster
Last date to drop course for 50% tuition refund. Once student takes a module test, refund amount is 50%	5/31/16	30 days after receipt of Welcome email and course access information from Penn Foster
Process to drop courses:	Student must send request to drop via email to: uawsupport@pennfoster.edu	
Contact info/phone number at school for student questions:	Student Care 1-800-216-6664	

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