

How to Release an Approved Tuition Assistance Voucher



1. Log into your tuition assistance account on www.myuawford.com
2. Click on Employee Tuition Assistance Applications
3. On the Employee Tuition Assistance Applications page you will see a section that says Previous Applications. Locate your application there
4. Click on the **Activate Voucher** button associated with that application (see picture below)
5. Your voucher will electronically be sent to your school

Employee Tuition Assistance Applications

The screenshot shows a web interface for 'Employee Tuition Assistance Applications'. At the top, there is a 'SUBMIT NEW APPLICATION' section with three buttons: 'Submit a New Application for Industrial Readiness Certificate Program (IRCP)', 'Submit a New Application for Credit Based Courses/ETAP', and 'Submit a New Application for Non-Credit Courses/PDA'. Below this is a 'PREVIOUS APPLICATIONS' section with a pagination control showing 'Page 1 of 3'. The main content area displays details for an application from 'HENRY FORD COMMUNITY COLLEGE OFFICE OF THE CONTROLLER' at '5101 EVERGREEN DEARBORN, MI 48128'. It lists 'Courses for 05/09/2016-08/30/2016' including 'IRCP-1: Shop Arithmetic' and 'IRCP-2: Machine Tool Blueprint Reading'. The application status is 'Application Approved on 04/04/2016' with a 'PDA APPLICATION ID: 385672'. A green checkmark icon is next to the approval date. Below the course details, there are three buttons: 'View Application Summary', 'Activate Voucher' (highlighted with a red arrow), and 'Apply for Book Reimbursement'. A yellow box at the bottom of the application details states: 'This provider is an electronic biller and will receive your voucher electronically when you click 'Activate Voucher'.'



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