

INDUSTRIAL READINESS CERTIFICATE PROGRAM (IRCP)



TUITION ASSISTANCE & TEXTBOOK INFORMATION IGNORING THIS INFORMATION CAN BE COSTLY!



www.uawford.org/edtp/ircp

Familiarize yourself with these **IRCP Tuition Assistance terms and conditions** including the deadlines to avoid being responsible for payment of tuition. **These terms are different than traditional tuition assistance terms.**

Employees participating in the Industrial Readiness Certificate Program may utilize their Personal Development Assistance (PDA) funding to cover tuition, subject to the terms below.

Tuition Assistance Eligibility – For full-time active UAW represented hourly employees who have acquired seniority (three consecutive months of employment).

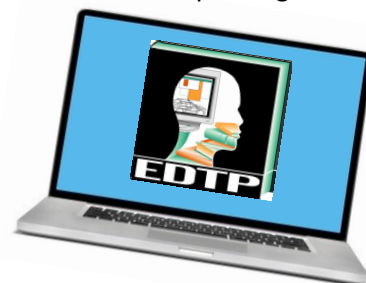
- For tuition assistance programs, an active employee is defined as:
 - An employee who is actively working on class start date or on one of the following approved leaves of absence: Union, Public Office, Peace Corp and Credit Union leaves. Employees on medical are not eligible for tuition assistance.
 - An employee on temporary layoff (TLO)
- Employees on Indefinite Lay-Off (ILO) may utilize NVRAP funding for tuition, fees and books.

Personal Development Assistance (PDA) – The PDA feature of tuition assistance provides for prepayment of tuition and approved fees up to \$2,700/yr. for classes that improve or enhance a member's position in the workplace.

- **IMPORTANT DEADLINE** – Applications for IRCP tuition assistance must be submitted **prior to** class start date. They may be submitted as early as 60 days prior to start date.
- PDA will cover the approved tuition and fees of each approved class only **once**. Subsequent applications for the same class at a later date or at another institution will be rejected.
 - If an employee drops the class with the school and is entitled to a tuition refund, that refund may be applied to the same class at a later date. School tuition refund policies differ. Visit www.uawford.org/edtp/ircp and click on the school to view their school tuition refund policy.
- Courses with the same term start date may be submitted on the same application. Courses with different term start dates require separate applications. See registration information in **School** section of www.uawford.org/edtp/ircp for term start dates.
- When an application(s) is approved, a voucher(s) will be issued. The voucher is used as payment for the class. See **vouchers** section on next page for instructions on voucher use.
- **There is no tuition reimbursement.** Employees should not pay for classes before requesting tuition assistance.

How to apply for tuition assistance:

- Apply for tuition assistance online at www.myuawford.com
Application processing time is 2-3 business days.



Vouchers – Once classes are approved, an **Official Tuition Voucher** will be issued to the employee.

- Vouchers will be available 2-3 business days after application submission. Employees who have opted to receive text or email communications from the system will receive a communication their voucher is ready. Those who have not opted into communications will have to log back into the system to check status.
- Employees must log back into their account on www.myuawford.com and activate/electronically release the voucher(s) to the school for payment **by the voucher due date**. Failure to do so will result in employee being dropped from the course.
- **IMPORTANT DEADLINE** – Employee must verify that the school has requested payment for the voucher from the UAW-Ford National Programs Center within **nine months** of class start date. After nine months employee is liable for payment.
 - Employees who officially withdraw from the class during the tuition refund period must call UAW-Ford NPC immediately at 800-367-3829 to have voucher voided and employee account credited. Visit www.uawford.org/edtp/ircp and select the school to view its tuition refund policy.

Textbook Information

IRCP1 – Shop Arithmetic; IRCP2 – Blueprint Reading; IRCP3 – Trade-Related Preparation classes

Books for IRCP1, IRCP2 and IRCP3 will be available at the Local Union Hall prior to class start date. Days/times will be announced in the plants. Member will have to bring proof of school registration to receive books.

Online Penn Foster courses utilize different material available online as a part of the course.

IRCP Books consist of:

- IRCP1 – Shop Arithmetic (Basic Shop Math Workbook)
- IRCP2 – Machine Tool Blueprint Reading (Basic Blueprint Reading for Machine Trades Workbook)
- IRCP3 – Trade-Related Preparation (Test Preparation Manual for the Skilled Trades; Pre-Apprentice Training Math Supplement)

Book Reimbursement is still available for IRCP1 and IRCP2 books purchased prior to August 5, 2016

[Click here for book reimbursement instructions](#)

- Apply for book reimbursement at www.myuawford.com .
- Original receipt of book purchase/rental must be included with application for book reimbursement (employee must write their name across book receipt if receipt does not contain employee's name).
- Employee must be registered and attending the course for which book reimbursement is being requested.

IMPORTANT DEADLINE – Book reimbursement applications must be submitted after the school drop date, but no later than **90 days** after class start date.

Important Deadlines – Summary

- IRCP PDA tuition assistance applications must be submitted **prior** to class start date.
- Vouchers must be electronically released to school by tuition payment due date.
- Employee must ensure that payment for the voucher was requested **from the school** to the Tuition Assistance Department no later than **nine months** after class start date.
- Book reimbursement applications for books purchased prior to August 5, 2016 must be submitted after the school drop date, but no later than **90 days** after course start date.

Contact Information: For questions contact your Local ESSP/EDTP Representative, the UAW-Ford Tuition Assistance Office at (800) 367-3829 or (313) 392-7162, or e-mail edtp@uawford.com

Information on this page is subject to change.