

# UAW-Ford Tuition Assistance for Active Employees

## Frequently Asked Questions



**Visit [www.uawford.org/edtp](http://www.uawford.org/edtp) for complete program details**

<b>Eligibility</b>	Who is eligible to use Tuition Assistance?	<ul style="list-style-type: none"> <li>• Full-time active UAW represented hourly employees who have acquired 90 days of employment</li> <li>• Temporary UAW hourly employees who have acquired 90 days of employment or more, may utilize Personal Development Assistance (PDA) for Industrial Readiness Certificate Program (IRCP) courses <b>only</b>. PDA IRCP funding for Temporary employees become effective 90 days following the effective date of the 2019 CBA, or February 17, 2020</li> </ul>
<b>Schools/Courses</b>	Are all schools/courses approved?	Not all school/courses/fees are covered by tuition assistance. It is strongly recommended to submit an application in advance to make sure selected school and course(s) are approved
<b>Deadlines</b>	What are the deadlines for using Tuition Assistance?	<ul style="list-style-type: none"> <li>• ETAP applications must be submitted no later than 45 days after term start date.</li> <li>• PDA classes must be approved prior to class start date.</li> <li>• Book reimbursement must be submitted no later than 90 days after term start date</li> <li>• Invoices requesting payment must be received by the NPC from the school no later than 9 months from term start date</li> </ul>
<b>Reimbursements</b>	Are reimbursements available?	No – With the exception of textbooks, Tuition Assistance is a prepayment program. UAW-Ford pays the school directly
<b>ETAP</b>	What is the Education Tuition Assistance Plan (ETAP)?	Up to <b>\$6,000/yr</b> for tuition/fees for approved courses leading to a certificate/diploma, or degree (Associate, Bachelor, Master, or PhD) from a regionally accredited school
<b>PDA</b>	What is Professional Development Assistance (PDA)?	Up to <b>\$3,000/yr</b> for job related courses including: <ul style="list-style-type: none"> <li>• Industrial Readiness Certificate Program (IRCP)</li> <li>• Labor Studies courses &amp; conferences</li> <li>• Dale Carnegie, including online courses</li> <li>• LJPR Financial Education Programs</li> </ul>
<b>PDA EEC</b>	What is a PDA Educational Enrichment Course?	Up to <b>\$1,500/yr</b> for Continuing Education, Lifelong Learning, or Personal Development Courses (including online) at regionally accredited schools or other educational institutions approved by the NPC
<b>Textbooks</b>	Are textbooks covered?	Yes - <b>\$600/yr</b> may be used for textbooks Includes E-Books, book rental, and books purchased through on-line retailers and applicable shipping costs
<b>Vouchers</b>	What is the Official Tuition Voucher?	Once classes are approved, an Official Tuition Voucher will be issued to the employee. The employee submits this to the school for payment
<b>Applying</b>	How do I apply?	Apply online at <a href="http://www.myuawford.com">www.myuawford.com</a>
<b>Questions</b>	Who do I contact with questions?	<ul style="list-style-type: none"> <li>• Your Local ESSP/EDTP Representative</li> <li>• Or call 1-800-367-3829</li> <li>• Email <a href="mailto:edtp@uawford.com">edtp@uawford.com</a></li> <li>• Visit <a href="http://www.uawford.com/edtp">www.uawford.com/edtp</a> for more details</li> </ul>