

# INDUSTRIAL READINESS CERTIFICATE PROGRAM (IRCP)



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



[www.uawford.org/edtp/ircp](http://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).

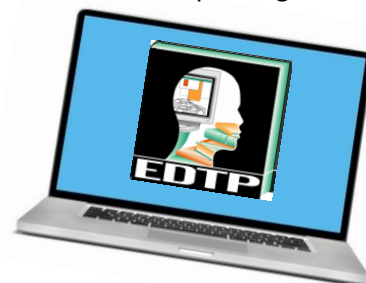
- For tuition assistance programs, an active employee is defined as:
  - An employee who is actively working on class start date or on one of the following approved leaves of absence: Union, Public Office, Peace Corp and Credit Union leaves. Employees on medical are not eligible for tuition assistance.
  - 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](http://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](http://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](http://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](http://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](http://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 or from your Local JAC Rep prior to class start date. Member must bring proof of school registration to receive books.

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

### **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.

**Contact Information:** For questions contact your Local ESSP/EDTP Representative, the UAW-Ford Tuition Assistance Office at (800) 367-3829 or (313) 392-7193, or e-mail [edtp@uawford.com](mailto:edtp@uawford.com)