

**USW LOCAL 979/CLEVELAND-CLIFFS
TUITION ASSISTANCE PROGRAM APPLICATION**

IMPORTANT: Before completing application, read front and back. Please print or type your information.

1. Please tell us about yourself:

Name: _____
 Address: _____
 City/State/Zip: _____
 E-mail: _____
 Payroll Number: _____
 Home Phone: _____
 Cell Phone: _____

Today's Date: _____

For Office use:

Voucher Number: _____
 Issuance 14: Yes No Issuance 15: Yes No
 Called: _____ Paid: _____
 Mailed: _____ Funds Remaining: _____
Notes:

2. School/Institution you plan to attend:

Name: _____ Address: _____
 Department: _____

3. Please tell us about your study plans:

Program type:

- Certificate
- Associate degree

- Bachelor degree
- Graduate degree
- Other: _____

Terms starts on: _____

Terms ends on: _____

Course

<u>Course Number</u>	<u>Credit Hours</u>	<u>Cost per Credit hour</u>	<u>Online Y/N</u>	<u>Total Cost</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. I agree that:

- This request does not include tuition assistance from any other sources
- When I finish my studies, I will send proof of completion, such as a grade report, to the **ICD Cleveland**
- I hereby authorize the above named school to release the grades and/or proof of completion.

Signature _____ Date _____

5. Please tell us about your tuition:

Total tuition: _____ **Fees:** _____

Total assistance requested: _____

**Do not include non-mandated books, equipment, or other non-tuition costs.*

6. Please remit this form to:

ICD Cleveland
 3421 Independence Rd
 Cleveland OH 44105
 216-441-3040

For Office Use:

Approved by: _____ **Date** _____ **Total Amount Approved** _____

**USW Local 979/Cleveland-Cliffs
Tuition Assistance Program**

Program Objective: The purpose of the Tuition Assistance Program (TAP) is to provide support for the education, training, and personal development of the active and laid-off bargaining unit employee of CLEVELAND-CLIFFS. Laid-off employees who have not broken service (laid off than two (2) consecutive years) are eligible.

Program Guidelines:

Any employee who has utilized the TAP must submit final grades to ICD Cleveland before this application can be processed.

The use of such funds will be limited to tuition costs, course-related fees, and mandated books. Tuition Assistance Program funds will not be used to pay for such things as monetary incentives, supplies, equipment costs, parking/recreational fees, diplomas, graduation fees, late fees, or tests given by a third party.

Tuition aid will include assistance for both degree-seeking and non-degree-seeking courses.

The annual limits will be:

Twenty percent (20%) of each company's career development contribution, which is accumulative year to year. A total of \$2,500 per eligible worker which **is not** accumulative from year to year for courses taken through an **institution certified by a recognized accreditation agency**.

If an employee demonstrates consistent lack of completion or failure of courses (2 or more in a 12-month period), any application for additional tuition assistance will have to be approved by Union/Management Training Committee Representatives. Penalties may include waiting for 6 months (from the end of the course) before applying for additional tuition assistance program funds, and/or the completion of courses at employee's expense before applying for additional Tuition Assistance Program funds.

Tuition Assistance Program funds will not be used to repeat courses.

Reimbursement: This is available for approved tuition costs for courses, up to the same annual limits as listed above. In order to receive this tuition reimbursement, an employee must provide:

Proof of the tuition portion of payment, proof of completion of the course (withdrawals not acceptable), and an application for the Tuition Assistance Program funds to *ICD Cleveland*.

If an employee received tuition reimbursement from any other source, no duplication of payment will be made to that employee.

Failure to identify other tuition assistance can disqualify one from Tuition Assistance Program funds.

Application Procedure: An application should be completed as soon as all necessary information is available from the accredited institution you have selected. Also, to facilitate with the selection course, an employee should request assistance from the school counselor of the institution he/she wishes to attend. In order for an employee to participate in the Tuition Assistance Program, he/she must:

1. Complete an application and return it along with the official registration form to ICD Cleveland.
2. Complete an Education Development Plan (EDP) if the course falls under the Restricted Personal Development category and is not a requirement for a degree.
3. Receive approval of such application (subject to the guidelines of the Tuition Assistance Program) from ICD Cleveland. It is the employee's responsibility to sign and deliver the voucher to the institution for billing purposes.

Payment will be made directly to the institution if an agreement exists to do so with that institution. Otherwise, an employee is responsible to make (out of pocket) payment to the institution. An employee will receive reimbursement for tuition costs upon providing proof of payment and successful completion of the course.

To avoid delay in processing your application, make sure all requested information is provided and the application is signed and dated. **Three (3) weeks will be required to process TAP applicants with EDPs. All other applications must be submitted to ICD Cleveland at least two (2) weeks prior to enrollment period.**