

USW Local 1010 Cleveland-Cliffs (TAP) Tuition Assistance Program

The tuition assistance program allows steelworkers to attend accredited colleges and schools of their own choice. The benefit will pay \$2,500 for classes outside of our learning center.

How does it work?

1. Register at an accredited institution of your choice- *see approved providers* or contact Karen Farrer to verify school accreditation.
2. Fill out a *tuition assistance application*
3. Tuition assistance can be processed in a form of *voucher* or *reimbursement*.

Voucher

If you are submitting your application for a *voucher*, you are required to bring in proof of registration before your class begins. We suggest that you come in at least three weeks in advance to avoid being withdrawn by the institution for non-payment and to allow sufficient time for the voucher to be processed. The proof of registration must include the name of the institution your attending, your name, course title and cost (s). You will be contacted once the voucher is complete and ready to be picked up. Once you receive the voucher, you will then take it to the financial aid / student accounts department in your school. The voucher "vouches" what we will pay towards your tuition. The \$2,500 yearly limit applies.

Reimbursement

If you are submitting for tuition *reimbursement*, you are still required to fill out a *tuition assistance application*. Once the course is completed, you will then submit the application along with your final grades / certificate of completion, and registration receipt. You will not be able to submit for reimbursement until the course is complete and you submit the proper documentation.

Book Reimbursement

Students may submit for *book reimbursement* once their course work is complete. To begin this process, you must first fill out a *book reimbursement application*. An instructor's signature is required on the application. If the signature cannot be obtained, you may bring in a class syllabus noting the required text for the class. Once your course work is complete, you would then submit your application along with book receipts and final grades or certificate of completion. Allow two weeks to process.

TAP fees

The following fees are accepted:

All-Course Related Fees
Tech Fees
Distance Learning Fees
Lab Fees

The following fees are *NOT* accepted:

Late Fees
Recreation Fees
Parking/Repair Fees
Equipment Fees
Monetary Incentive Fees
Testing By a Second Party