USW LOCAL 1010/CLEVELAND CLIFFS
TUITION ASSISTANCE PROGRAM APPLICATION

IMPORTANT: Before completing application, read all pages. Please print or type your information.

1. Please tell us about yourself:

Name:_____

Address:_____

City/State/Zip:_____

E-mail:_____

Payroll Number:_____

Date of Birth:_____

Home Phone:_____

Cell Phone:_____

Today's Date:_____

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

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 **Bernard Kleiman JobLink Learning Center**
- 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:

Bernard Kleiman JobLink Learning Center
3210 Watling Street, MC 7-200
East Chicago, IN 46312

USW Local 1010/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 ArcelorMittal. Laid-off employees who have not broken service (laid off than two (2) consecutive years) are eligible.

Program Guidelines:

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 provided by schools listed in the current Accredited Institutions of Post-Secondary Education or by private occupational/vocational schools recognized by the state boards.

The annual limit is $2,500.00 per eligible steelworker which **is not** cumulative from year to year.

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.

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 the *Bernard Kleiman JobLink Learning Center*.
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 JobLink.
4. 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

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:
1. Proof of the tuition portion of payment,
2. Proof of completion of the course, such as a grade report (withdrawals not acceptable)'
3. An application for the Tuition Assistance Program funds to the *Bernard Kleiman JobLink Learning Center*.

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.

To avoid delay in processing your application, make sure all requested information is provided and the application is signed and dated. **Two (2) weeks will be required to process TAP applicants with EDPs. All other applications must be submitted to JobLink at least one (1) week prior to enrollment period.**

Tuition Assistance Students--IDENTIFYING LONG RANGE GOAL

As per the guidelines set by the Governing Board that oversees all career development programs of which JobLink is one, Tuition Assistance courses with the primary purpose of recreation or personal enjoyment, rather than career or educational development are not eligible for tuition assistance funding.

In order for us to approve your voucher, it is necessary for you to share with us your educational goal (reason) for taking this course.

Please check the appropriate box below and add comments.

Name_____Date_____

Payroll #_____

Course(s) requested_____

_____

This course will meet which of the following education goals:

- o I intend to use this course to complete a degree.

- o I intend to use this course to begin a career in_____

- o I am taking this course to fulfill personal educational goals.

- o This course is part of a certification program I am pursuing.

- o Upon retirement, this course will enable me to _____

Additional comments about why you want to take this course.

_____

_____