

Tuition Assistance Plan (TAP) Guidelines (Including Book Reimbursements)



Who is eligible?

Active seniority employees who are:

- On active roll
- On a temporary layoff
- On a Military or Union Leave of Absence
- Must be on active roll for the duration of the course term

Supplemental employees who:

- Have actually worked ninety (90) days
- Must remain actively working while utilizing TAP benefit

Who is not eligible?

- Full-time employees who do not have seniority or not on active roll for course duration
- Supplemental employees who do not have 90 days actually worked prior to utilizing TAP benefits
- Supplemental employees who are not actively working while utilizing TAP benefits
- Employees on sick leave
- Employees on an educational or personal leave of absence
- Employees on indefinite layoff
- Employees who have been suspended from TAP due to missing grades, have failed courses requiring reimbursement, courses dropped after designated drop period, or misrepresentation of degree program

Benefit Level

The Tuition Assistance Plan benefit level provides up to \$8,000 per calendar year for job-related degree-seeking courses at nationally and regionally accredited universities, pre-approved labor study programs and pre-approved Certificate Programs. For tuition assistance questions, please contact your Local TAP representative. TAP benefits exceeding \$5,250 in a calendar year are subject to applicable taxes per State and Federal guidelines.

Requesting a Degree

All degree and certificate program requests will be reviewed by UAW FCA Joint Program Directors. The TAP Office may request that you or your educational institution provide verification of degree. Misrepresentation of degree and certificate programs for which classes have been requested may result in the immediate suspension of TAP benefits. Employees will be responsible for payment of all classes deemed ineligible.

Application Process

The TAP Online system can be accessed through *The Hub under the Work & Life>Career & Development or through Employee Central, click on my Corporate Programs>Tuition Assistance Plan*. Tuition Assistance online applications must be submitted at least twenty-one (21) days prior to the start of class(es). You may submit requests up to sixty (60) days prior to the course start date.

TAP is designed to be a pre-paid program; however, when an approved school will not accept a Voucher, the employee must pay the school directly. You must contact the Local TAP representative for reimbursement forms and instructions. All reimbursement requests must be mailed to the TAP Office for TAP Committee review to determine eligibility.

Approval Process

For approved classes, a TAP Voucher will be sent to the email address provided. Course requests received after the course start date will be reviewed for TAP eligibility on a case-by-case basis. This Voucher should be treated like cash or a check – it is payment to the school for your tuition. Print and sign it before presenting it to your educational provider. The Voucher is not valid without a signature.

Please notify your Local TAP rep if a requested class has been filled, canceled, or replaced with another course. Dropped courses must also be reported to your Local TAP rep.

Refunds that result from incomplete or dropped courses must be returned to TAP office.

Appeal Process

If your application is denied, you will receive an email providing an explanation. Members may appeal a decision to the TAP Committee. Please contact your local TAP Representative for details on appeal process or visit the Hub.

Covered Fees

TAP benefits include payment of certain fees. Duplication of tuition or fees already covered by State or Federal educational assistance plans or programs is prohibited (such as Pell Grants and Scholarships.)

Payment Process

Upon receipt of the Voucher, it is your responsibility to sign, date and present it to the school. This Voucher authorizes the school to invoice TAP for pre-approved tuition and fees. Payment will be disbursed to the school provided our TAP guidelines have been satisfied. TAP does not cover costs for incomplete or failed courses. **The UAW FCA Joint Programs Center will not be liable for payment of failed courses or courses from which a student withdraws after the school's designated drop period. Payment will be the sole responsibility of the student.**

TAP vouchers expire 120 days after the completion date of the class. You must verify completion of all classes within 30 days of course completion by submitting a grade report to the address, email, or fax listed below. All documents should include your name, CID, Voucher, and Local number. Failure to do so will result in the delay or suspension of future TAP benefits and invoice payment.

**UAW FCA Joint Programs Center
Tuition Assistance Plan Office
2500 East Nine Mile Road
Warren, Michigan 48091
(586) 427-6757
tap@usjpc.org**

Unused Vouchers

If you do not use your Voucher, send an email to tap@usjpc.org requesting your Voucher be voided. Please include your name, CID, Local, and Voucher number.

School Eligibility

All educational institutions and job-related degree-seeking programs must be approved by the UAW FCA Joint Programs Directors. The schools must be accredited by a governmental, national, or regionally recognized agency.

Book Reimbursement

Effective January 1, 2024, the Tuition Assistance Plan will provide reimbursement of up to \$1,000 per year (of the \$8,000 yearly TAP eligibility) for degree-related books. Reimbursement requests for completed courses may be submitted through The Hub under the Work & Life>Career & Development tab.

Only one book reimbursement request may be submitted for each voucher. Courses requiring multiple books must be combined under the applicable course (additional comments may be included on a signed reimbursement request).

This program will reimburse approved book reimbursement requests following the UAW FCA Joint Programs Center Tuition Assistance Plan Office's receipt of:

- Signed reimbursement request
- Official grade report listing your name, school name, course number, semester date, and grade
- Book reimbursements will not cover failed courses
- Original receipt/proof of purchase

All documents must be mailed to:

**UAW FCA Joint Programs Center
Tuition Assistance Plan Office
2500 East Nine Mile Road
Warren, MI 48091**

(Faxed or emailed documents will not be accepted.)

Please keep a copy of all documents for your records.

The UAW FCA Joint Programs Center has the authority and discretion to interpret the terms of the Plan under the provisions of the applicable Memorandum of Understanding between FCA US LLC and the UAW. This authority includes, but is not limited to, the authority and discretion to approve schools and courses under the Plan, and to issue guidelines interpreting the Plan.