



UNION EDUCATION TRUST CAREER IMPROVEMENT PROGRAM (CIP) APPLICATION

DIRECTIONS

Visit the Union Education Trust website at www.uedtrust.org for a list of pre-approved schools and courses. Applications must be filled out completely and signed. Please allow 14 calendar days for processing. If you have any questions regarding your application or the application process, contact the Union Education Trust at 1-866-436-7900 or by e-mail at support@uedtrust.org.
VOUCHERS WILL BE MAILED TO THE ADDRESS INDICATED ON YOUR PAYROLL RECORDS.

2024-09

APPLICANT INFORMATION

Employee ID Number:

Last Name:

First Name:

MI:

State Agency & Work Location Address:

Work phone:

Home phone:

Cell phone:

Normal Work Hours:

Union Chapter:

Email:

SCHOOL/INSTITUTION INFORMATION

School/Institution Name:

School/Institution Campus location:

Term/Class start date: ____/____/____

Check the program you are applying for:

☐ College Credit Voucher (CV)

☐ College Credit Reimbursement (CR)

☐ — CR pre-approval

☐ Career College Voucher (CCV)

☐ Career College Vocational Ed (CCVE)

☐ Vocational Education (VE)

NOTE:

Do not use this application for CDL or SE-IT financial assistance. You may download those applications from the UET website at www.uedtrust.org.

Check the appropriate quarter/semester:

- ☐ Fall
☐ Winter
☐ Spring
☐ Summer

For CV & CR Applications Only, check the appropriate program:

- ☐ Associate Degree
☐ Bachelor's Degree
☐ Graduate Degree
☐ Certificate Program
☐ Continuing Education

COURSE INFORMATION

Course Name: (Submit official course description with CV & CR applications)

Course Number:

Credit Hours:

Tuition Cost:

1.

2.

3.

Total Tuition:

\$

MANDATORY FEE(S)

Mandatory Fees include General Fees, Lab Fees, Computer/Technology Fees, and other fees required by the school in order to enroll in class and receive instruction.

Total Mandatory Fees:

\$

FINANCIAL AID FROM OTHER SOURCES

List all financial aid you will receive for tuition and fees from other sources including, but not limited to, grants, scholarships and state agencies.

Name of Financial Aid:

Financial Aid Amount (\$):

1.

\$

2.

\$

3.

\$

Total Financial Aid:

\$

REQUEST FOR UET FINANCIAL ASSISTANCE

Add your total tuition and fees then subtract the financial aid you will receive.

Total Requested from UET:

\$

SIGNATURE/AGREEMENT

I represent that the information in the application, including all supporting documentation, is true and accurate to the best of my knowledge and belief. I authorize the school named above to release final grades and other data regarding my participation in the courses listed above to UET. I understand that the UET will pay for an approved course only once. I understand that if there is a discrepancy between this application and the invoice submitted by the school that UET will reconcile appropriate charges and apply to my available funds. The UET will keep all information confidential to the maximum extent of the law. I have read and accept the terms of the FERPA agreement stated on the following page.

Signature of applicant:

Date:

Please turn the page to read the FERPA Agreement...



UNION EDUCATION TRUST
CAREER IMPROVEMENT PROGRAM (CIP) APPLICATION

Continued

IMPORTANT

FERPA AGREEMENT

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) ensures students of the right to privacy and confidentiality with respect to their educational records and limits access to the information contained in those records. Under FERPA, you have the right to deny authorization to release your educational records. However, in order to receive tuition assistance through The Trust, it is necessary for The Trust to receive and share your educational records as needed to process the application.

By signing the CIP application, you agree as follows:

- Educational institutions, schools, agencies or individuals holding my educational records, including final grades and other data regarding my participation in the courses listed above, may release such records to The Trust.
- The Trust may use, process and release my educational records (whether received from educational institutions, schools, agencies, or individuals) in connection with the administration of the benefit.
- This consent shall remain in effect until I submit a written request to cancel the authorization.

If you do not agree with the above terms, please understand that we will be unable to process your tuition assistance application, and your application will be cancelled."

SUBMIT YOUR APPLICATION

Apply Online

For the quickest processing, apply online at:

www.uedtrust.org
MyUET

— OR —

You may submit this application form via one of the following methods:

Mail:

**Union Education Trust,
P.O. Box 3270,
Westerville, OH 43086**

Fax:

1-866-436-7983

email:

support@uedtrust.org