

Instructions Quick Facts

Can I apply without being enrolled in school?

The supporting documentation needed requires that you be enrolled in school before applying to the TUF Tuition Reimbursement Program.

If I meet the eligibility requirements and I apply for the program, am I guaranteed funding?

No. Funding for the program is never guaranteed. **Acceptance into the program is on a first come first served basis and is subject to funding availability.** Once accepted into the program, reimbursement is subject to receiving a passing grade and providing proof of payment by the stated deadline.

SECTION C. HOW TO APPLY

Step 1: Read this Program Guide thoroughly (Including Application Instructions found in Section D of this document).

Step 2: Complete the Tuition Reimbursement Program application that is available on the TUF Website. Once completed, print or submit application and gather the supporting documentation from Checklist A (see Section D of this document) and **hand-deliver** all materials to the TUF Office. **You have 30 days from the start of your course to submit your complete application packet. But please keep in mind that enrollment in this Program is on a first come first served basis and is subject to the availability of funding.**

Step 3: Within 5-7 business days, you will receive an e-mail you to notify you of the status of your application (Statuses: Incomplete, Conditional Approval, Waitlisted, or Denial). If your application is incomplete, you will be notified as to the corrections that are needed. If you receive conditional approval, you will be given the deadline by which you will need to submit your final documentation for payment. If you are denied, you will be given the reason for your denial. If your application is waitlisted, this means that participation will be subject to the availability of funds. If funds become available, you will receive an additional email informing you of your conditional acceptance into the Program.

Step 4: Submit grades and proof of final payment within 30 days of the end of your class. Please refer to Checklist B (see Section D of this document) for the supporting documentation that is needed. Grades must be listed on an official transcript or report. Copies are not allowed. You must provide a Bursar's receipt or comparable item to show that the class has been paid in full in addition to an itemized statement of cost.

Supporting documentation must be hand delivered to the TUF office.

Final Step: Within 45 days of verifying your grades and payment receipt, you will receive reimbursement from TUF for all approved costs up to the maximum amount indicated.

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What documents should accompany the application?

See Checklist A below.

Checklist A

- Completed Application (Completed online)
- Official Proof of enrollment (ie. Class schedule, unofficial transcript, school i.d.)
- School course or program description (should include start and end date for class)
- Tuition and other fee breakdown

Once I complete the course, what documentation will be needed?

See Checklist B below.

Checklist B

- Proof of Payment such as a credit card receipt or a bursar's receipt
- An itemized breakdown of costs including tuition and all fees incurred.
- Verification of a satisfactory grade:
 - Official transcript indicating a grade of C- or better for undergraduate courses, a grade of B- or better for graduate courses, or a grade of "Pass" in a Pass/Fail course.

SECTION D: APPLICATION INSTRUCTIONS & CHECKLIST

The information below will assist you when completing the application for the TUF Tuition Reimbursement Program. The application can be found on the TUF website.

Part 1: Member Information

Members applying for the Program must complete all fields in Section 1 of the Application. Preferably, please provide a cellular number as your primary phone number. All applicants are **REQUIRED** to have an email address in order to apply for the program. If you do not have an email account, you must obtain one before you submit your application. Most of the communication with you will be done via email. Applicants must check their email on a consistent basis for updates and other pertinent information.

Part 2: Program Information

A. Type of Institution: Select the type of institution you will attend from the drop down menu. If you do not see an option that best describes the institution, select "other" and provide a description of the institution in the field provided.

B. Type of Course: Select the type of course from the list in the drop down menu. If you do not see an option that describes the type of course, select "other" and then fill in the type of course in the field provided.

C. Course Start and End Date: Please indicate the start and end date of your course(s) in the appropriate fields. If you are taking multiple courses that start and end on different dates, please indicate in the Start Date field the course that begins FIRST; and indicate in the Course(s) End field the end date of your LAST class.

D. Field of Study/Major/Certification: Identify the subject matter that you intend to study. Examples include: Engineering, Technology, HVAC Certification, etc.

E. Website: Please provide the web address of the institution.

F. Name of Institution: Please provide the full name of the Institution that you plan to attend.

G. Address of Institution: Please provide the address of the institution that you plan to attend. If the institution has multiple addresses, provide the address for the one that you will attend (if applicable).

H. Describe how the course relates to your job: Please provide a brief justification of how the chosen course of study relates to your current job or a potential job within transit. TUF Staff will not accept an application if this box is not complete and your application will be returned to you. Sentences such as "This class will help me perform

on my job” are not acceptable. We are looking for specific information such as, “As an HVAC technician, it is important that I brush up on my electrical skills. So I am taking a class in electronics in order to better equip me for my position.”

Part 3: Additional Support

Members are not required to apply for scholarships or grants. However, if you do receive this type of support, TUF will only reimburse for the portion of expenses that are not covered. In this section you are required to identify whether or not you are receiving tuition assistance from any other source.

Part 4: Course Information

Please list your course information as it appears in your course catalogue (if applicable), website, or any documentation you received regarding the course. TUF will verify the information that you provide. If your class meeting times and dates varies each week (as opposed to a set schedule), leave the designated sections blank.

Each course must be listed on separate lines with the total cost of tuition for that particular course.

Part 5: Certifications

You must read both statements and check both boxes. If you fail to complete the certification, TUF staff will not accept your application and will return it to you.

Once you complete all 5 sections, submit the application. You will receive an email verifying your submission, but your application will not be considered complete until you hand deliver all supporting documentation to the TUF office.

[Click here to apply](#)