



ALLIANCE PRE-PAID TUITION APPLICATION

**Please Read Reverse
Prior to Filling out this
Application**

I am applying for: Pre Paid Tuition Tuition Reimbursement
(Please check one)

Section I - EMPLOYEE INFORMATION (PLEASE PRINT)

Name: _____ **HR ID/ATTUID:** _____
(Last) (First)

Home Address: _____ **Daytime Contact Number** (____) _____
(Including Apt#)

(City, State, Zip) _____ **E-Mail Address** _____

Employer: AT&T Avaya Inc. Lucent **Seniority Date:** (____/____/____)

Employment Status: Active Laid Off **Lay Off Date:** (____/____/____) **Weeks of Termination Pay:** _____

Section II - COURSE/PROGRAM INFORMATION *(All of this section must be completed)*

Check best description of course/program you are applying for:

School Type:
 For Credit Training at an Accredited School IT/ Technical Certification
 Industry Standard Certification/Licensure at an Alliance Approved School

Program Type:
 For Credit Training at an Accredited School Certification Licensure

School Name: _____
 School/ Provider Billing Address: (including #) _____
(City, State, Zip) _____
 Contact Person: _____
 Phone: (____) _____ Program Title or Degree Major: _____
 Term Beginning Date: (____/____/____) Term Ending Date: (____/____/____)

Course No.	Course Title (As shown in School Catalog)	Credit Hours	Classroom Hours	Tuition Cost
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

I am receiving Financial Aid Yes No - If Yes \$ _____ From _____ (Source) Total Cost (Tuition & Required Fees only): \$ _____

Note: All fields must be complete or your application will be delayed Questions? Call 800-323-3436

Section III - CONDITIONS

I understand that I am responsible for the payment of all non-approved costs and fees and I agree to provide required information for the administration of The Alliance Pre-Paid Tuition program. I authorize any education institution that I attend to release any requested information pertinent to this program regarding my status in the institution, including the release of a transcript or other information as outlined in this program to The Alliance Pre-Paid Tuition Program.

Applicant's Signature: _____ Date: _____

WHEN COMPLETE, MAIL/FAX TO: THE ALLIANCE PPT PROGRAM, 80 Cottontail Lane - Suite 320, Somerset NJ 08873, FAX: (732) 563-1724
For Alliance Use: A D R



Alliance Pre-Paid Tuition Program

The Alliance Pre-Paid Tuition Program (PPT) is one of the services of The Alliance for Employee Growth and Development. It is designed to assist with the costs of education to enhance current skills or provide new skills to enhance employability.

Eligibility Criteria

- Regular full-or part-time employee of an Alliance stakeholder company and covered by a collective bargaining agreement that includes The Alliance
- Represented by CWA or IBEW (non-manufacturing unit).
- If laid off, have filed an Alliance Participant Form within six months of lay off date.
- If laid off, eligible for one year from layoff date plus the number of weeks of separation pay (call PPT Office for exceptions).
- If laid off, not pension eligible at time of layoff or pension eligible with recall rights.
- If otherwise pension eligible but on union leave of absence.

Funding

- The Alliance sets annual per person maximums based on a calendar year.
- The Alliance funds for credit training at accredited institutions and industry standard certifications.
- The Alliance Pre-Paid Tuition Program considers the per credit hour cost and required/mandatory fees.
- Book reimbursement will be considered upon successful completion of PPT-funded courses.
- Other miscellaneous costs are not funded (e.g., supplies, transportation, meals, and lodging).

All Alliance PPT Policies and funding levels are subject to change based on the availability of funding.

How to Apply for Alliance PPT

To apply for PPT funding, you must:

1. Have an Alliance Participant Form on file.
2. Have a Technical Career Plan (TCP) on file at The Alliance for Technical or Information Technology certification programs..
3. Read all information and fully complete the PPT Application as described below. See reverse for form.
4. Attach course description and tuition information from the course catalog or website.
5. Mail or fax the PPT Application to The Alliance.

Note: PPT reserves the right to ask for a TAP denial for tuition consideration.

PPT Application, Section I - Employee Information

Please fill in **all** the information including home address (where PPT will send all correspondence), a preferred day time phone number, email address and company employment status.

PPT Application, Section II - Course/Program Info.

Apply for one semester/term/quarter only on an application. Complete the month, day, and year that the semester/term/quarter begins and ends (approximate dates can be used for Home Study Courses).

Check the school type and program type that best describes the courses on this application.

Give the official name of the school and the address to remit payment. (Example: You are enrolling at ABC College, but the classes are being held at the XYZ High School. Put ABC College's address as the name for payment.)

List the course numbers and titles as found in the school catalog.

List the credit hours of each course. List the total number of hours spent in the classes. (Example: If you are in school for 4 hours per week for a 15 week program, the classroom hours would total 60 hours.)

List the tuition cost for each course.

PPT Application, Section III - Conditions

Read this section carefully, then sign and date the application. Unsigned applications will be returned unprocessed.

Approval

When a PPT Application is approved, The Alliance will send you an Alliance Pre-Paid Tuition Approval Certificate. Give the certificate to the business office of the school when registering for the course(s).

The Certificate allows the school to bill The Alliance for the tuition cost and required/mandatory fees. When invoiced, PPT pays the approved amount directly to the school.

Time Frame

Please allow three full weeks for processing an application. Applications are processed in the order received (including faxed applications). *For active employees (only), approval certificates will be generated on the 1st and 15th day of each month.*

Reimbursement

Request reimbursement only in exceptional circumstances. Reimbursement of tuition must be requested within three months of the last class day or it will not be considered. Beyond standard information, additional requirements include: proof of course completion and proof of payment.

Home Study & Trade School Programs

Programs without defined semesters/terms/quarters and lengthy in duration, will require a breakdown of tuition, books, fees, and other misc. costs along with a course description. Initially, PPT will fund 50% of the course cost. After completing the first half of the lessons, proof of the lessons completed and a new PPT Application for the next half is required.

Book Reimbursement

You may be reimbursed up to \$200 annually for required books (books only) in PPT funded courses that you have completed. A book reimbursement form will be sent to you with your PPT Approval Certificate or you can print one out at www.employeegrowth.com. Sales taxes and shipping fees are not reimbursable. Please submit the completed book reimbursement form, along with original itemized receipts and the related course syllabus. *Requests must be made within three months of course completion for consideration.*

**The Alliance Pre-Paid Tuition Program, 80 Cottontail Lane - Suite 320, Somerset, NJ 08873
Phone: (800) 323-3436, Fax: (732) 563-1724, staff available 8:00 a.m. to 5:00 p.m. ET to assist you**

**Incomplete Information Delays
Application Processing**