



# ALLIANCE PRE-PAID TUITION APPLICATION

**Please Read Reverse  
Prior to Completing  
this Application**

I am applying for:  Pre Paid Tuition     Tuition Reimbursement  
*(Please Check One)*

## SECTION I – EMPLOYEE INFORMATION *(PLEASE PRINT)*

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Home Address: (Include Apt/Floor #) \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Employer:  AT&T     Nokia     Avaya     Sodexo

Employee ID Number: \_\_\_\_\_

Employment Status:     Active     Laid Off

Lay Off Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Weeks of Term Pay: \_\_\_\_\_

## SECTION II – COURSE / PROGRAM INFORMATION *(Entire 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 Alliance Approved School

**Program Type:**

- For Credit training at an Accredited School
- Certification
- Licensure

School/Institution Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Program Title or Degree Major: \_\_\_\_\_

Term Begin Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Course Number	Course Title (As shown in School Catalog)	# of Credits	Classroom Hours	Tuition Cost (\$)
				\$
				\$
				\$
				\$

I am receiving Financial Aid  No  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 and documentation required by 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 and other information as outlined in this program to The Alliance Pre-Paid Tuition Program. All information I supplied is accurate to the best of my knowledge and I have not willingly misrepresented any information contained herein.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WHEN COMPLETE, MAIL/FAX ALONG WITH BACK-UP INFORMATION TO:  
THE ALLIANCE PPT PROGRAM, 80 Cottontail Lane, Ste 220, Somerset, NJ 08873 FAX: (732) 563-1724**

For Alliance Use:  A     D     R



[www.employeegrowth.com](http://www.employeegrowth.com)

## **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, Inc. 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). **Your course must start on or before your eligibility expires.**
- 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.
- In no case will training be approved for longer than one semester/term/quarter (or for longer than 6 months in duration) per application.
- Approved vouchers expire 180 days after the end date of the course and invoices will not be processed after that date.
- Reimbursement of required books and/or software will be considered upon successful completion of PPT-funded courses.
- Other miscellaneous costs are not funded (e.g., supplies, transportation, meals, and lodging).

### **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 IT certification programs.
3. Read all information and fully complete the PPT Application as described below. See reverse for form.
4. Attach back-up course description and tuition information from the course catalog or website.
5. Mail or fax PPT Application with back-up 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 daytime 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). PPT vouchers are valid for 180 days beyond the end date of course (see Funding).
- ✓ 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 number of credits you will receive for each course.
- ✓ List the total number of hours spent in the classes. (Ex: 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.
- ✓ If you are receiving any financial assistance, indicate the source and amount. All funding assistance you receive will be coordinated with your PPT funding.

#### **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).

### **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 or that are more than 300 hours in length require a breakdown of tuition, books, fees, and other miscellaneous 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/SOFTWARE REIMBURSEMENT**

You may be reimbursed for required books and/or software in PPT funded courses that you have completed in accordance with PPT program guidelines. You can print out a Book/Software Reimbursement Form at [www.employeegrowth.com](http://www.employeegrowth.com). Sales taxes and shipping fees are not reimbursable. Please mail the completed Book/Software Reimbursement Form along with original itemized receipts and the related course syllabus. *Requests must be made within three months of course completion for consideration.*

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

**The Alliance Pre-Paid Tuition Program - 80 Cottontail Lane - Suite 220, Somerset, NJ 08873  
Phone: (800) 323-3436, Fax: (732) 563-1724 - Staff Available 8:00am to 5:00pm ET to assist you.**

**INCOMPLETE INFORMATION DELAYS  
APPLICATION PROCESSING**