

**Service/LPN, Maintenance and Non-Professional Bargaining Unit  
Tuition Assistance (TA) Program Guidelines**

1. New members admitted to the TA program (or those previously admitted to the TA program) will have six months to be accepted into pre-requisite courses **or** a full calendar year to be accepted into and begin their chosen degree program.
  - a. If a member *does not* begin their classes by the deadline (six months or one year), then they will forfeit their spot and must reapply to the Tuition Assistance program to access funding.
2. Once admitted to the TA program, members will not need to reapply at any time throughout their program, provided they meet the start deadline criteria (noted above) and the requirements listed below:
  - a. Every member must have a multi-year academic plan in place with the Training Fund by the time they begin their degree. This plan will be based on their program of choice and their intent to enroll full or part time.
  - b. Members are required to update their multi-year academic plan with their Regional Education Navigator by November each year.
  - c. If needed, members are still eligible to receive funding through the TA program for one academic term beyond their educational program's scheduled completion date and continue to receive funding through the TA program.
  - d. Delaying their planned program completion by more than one term, members will forfeit their spot and must reapply to the TA program to access funding.
  - e. Exceptions for end-date extensions may be granted for hardship withdrawals, if the academic institution grants a hardship withdrawal for the Member.
3. Members admitted into the TA program may be required to sign a service commitment in exchange for receiving Tuition Assistance benefit. More information about the Training Fund service commitment is available on our website [www.healthcareerfund.org](http://www.healthcareerfund.org) or in the Plan Benefit, page 8, Item G.
4. The Training Fund Board of Trustees has set the tuition benefit at \$3,500 for 2019 – (prorated based on FTE status). The next deadline for Tuition Assistance applications in 2019 is October 15, 2019.
5. For additional information on the Training Fund's Tuition Assistance benefit, please refer to the Plan Benefit on page 5, Section 3.5. The plan benefit is also available on our website [www.healthcareerfund.org](http://www.healthcareerfund.org).