

Your Guide to Tuition Assistance Vouchers

How voucher requests work:

Member submits funding request to Training Fund

vouchers provided for preapproved programs and schools Training Fund processes request and provides member with a voucher

vouchers sent within 5 business days of receiving all supporting documentation Member signs voucher and delivers it to school

For your funding request, submit the following documents, ensuring that the items listed underneath are included:



Class Schedule

- 🗆 School Name, Term, and Year
- Member Name
- □ Student ID # (SID)
- $\hfill\square$ List of Classes



Unofficial Transcript

- $\hfill\square$ School Name, Term, and Year
- □ Member Name/SID
- □ Courses/Grades



Proof of Books/Supplies Cost

- $\ \square$ School Name, Term, and Year
- \Box List of Books/Supplies
- □ Proof of Cost
- Must be required, recommended or optional

(according to course requirements)

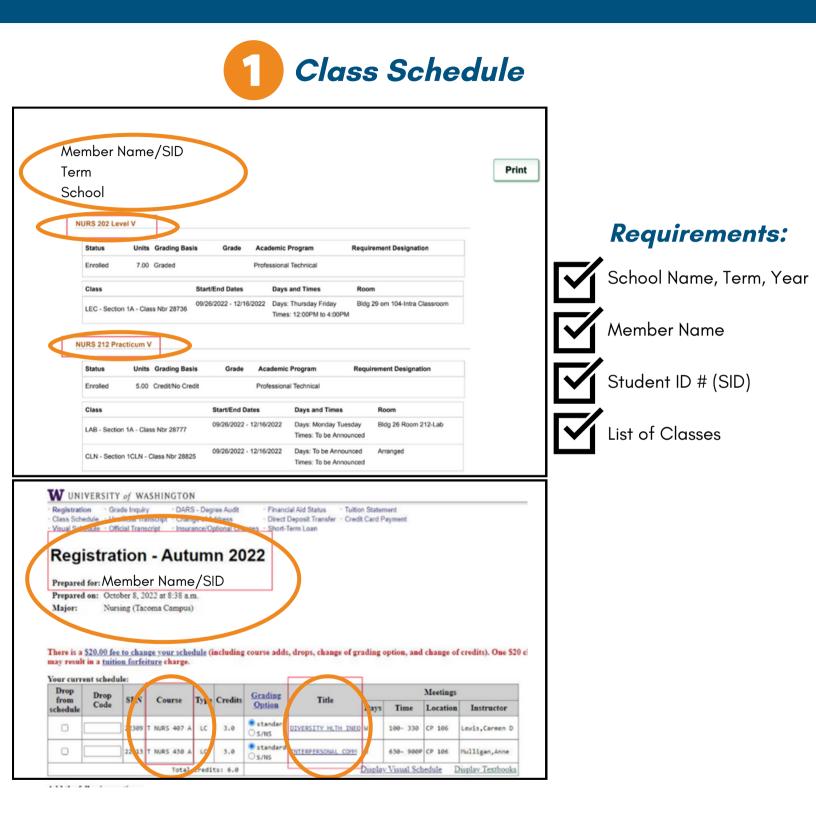


Proof of Tuition Cost

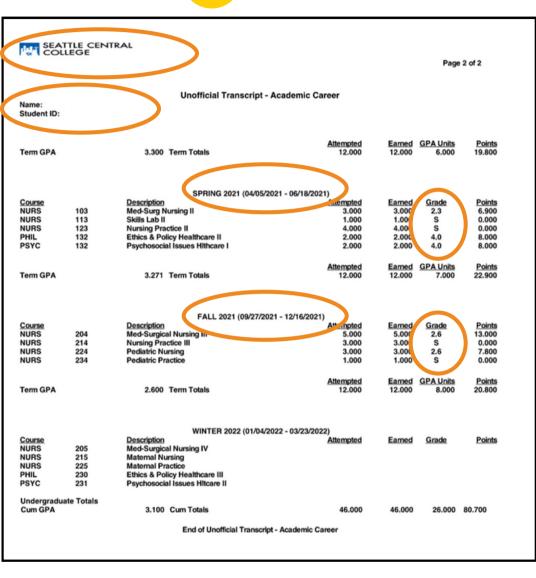
- □ School Name, Term, and Year
- 🗆 Member Name
- Proof of Account Balance (itemized breakdown of fees)

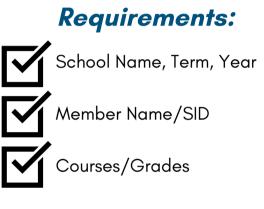
First Time Funders will be asked to provide a program guide in addition to the items listed above. First Time Funders also do not need to supply an unofficial transcript. For ctcLink schools, we will also require an Advisement Report.

<u>ctcLink Walkthrough</u> | <u>ctcLink Help by College</u> | <u>Tuition Assistance Process Video</u>



Unofficial Transcript





Reminders

- 1. Unofficial transcripts are not required for First Time Funders.
- 2. For this document, **you only need to provide unofficial transcripts**. These should be FREE and easy to access through your school's online portal. Official transcripts are not necessary for the tuition assistance application.

Proof of Books/Supplies Cost

UW Home > Stude	^{nt Guide} ∥ ks - Autumn Q	uarter					Requirements:	
	surse materials is collected by and rsity Book Store (UBS) and is sub tout notice. Compare Prices and Shop UBS						School Name, Term, Ye	≥ar
	arse Title	Author 1 for this course. Plea	Regular Price New Used ase caeco 109.99 82.50	Notes instructor. required			List of Books/Supplies	
Information on cou	rse textbooks is collected by and j	provided courtesy o	of University Book.	Store and is subject	Information on course materials is collected courtery of University Book Store (UBS) a regularly and without notice. Compare Prices and Sho to change regularly and without notice. Course	nd is subject to change op UBS	Proof of Cost	
The University Bo	ok Store course book price compa	rison resource is off	fered as a customer	service. University	s to the web site. Questions about course books Book Store is not responsible for any customen , faculty, and staff of the University of Washing University Book Sto	r service, return, or refund issu gton.	Must be required, recommended or optic	onal
registra	f the Registrar r@uu: e4u '3, 2022						(according to course requirements)	

Reminders

- 1. School and Term **must** be listed on the list of books/supplies.
- 2. List of books/supplies **with prices** must be listed to receive a voucher.
- 3. We highly recommend getting this information from your school's bookstore.



Proof of Tuition Cost

Summary						
Due Date	Description	Torm	Ducinees Unit	Charge Date	Charge Amount	Amount Due
09/18/2022	Resident Operating	FALL 2022	Highline College	05/19/2022	1,033.94	1,033.94
09/18/2022	Resident Building	FALL 2022	Highline College	05 19/2022	138.52	138.52
09/18/2022	Resident S & A	FALL 2022	Highline College	05/19/2022	136.72	136.72
09/18/2022	ASHC Building Fee	FALL 2022	Highline College	05/19/2022	25.00	25.00
09/18/2022	Transportation Safety Fee	FALL 2022	Highline College	05/19/2022	20.00	20.00
09/18/2022	Allied Health Liability Insur	FALL 2022	Highline College	05/19/2022	3.00	3.00
09/18/2022	Allied Health Simulation	FALL 2022	Highline College	05/19/2022	36.00	36.00
09/18/2022	Nursing Lab	FALL 2022	Highline College	05/19/2022	25.00	25.00
09/18/2022	Nursing Mat. Course	FALL 2022	Highline College	05/19/2022	30.00	30.00
09/18/2022	Nurs Consortium Ces		ingranic Conogo		110.00	110.00





Reminders

- 1. For vouchers, a screenshot like the one above without the member's name is sufficient.
- 2. School and Term **must** be listed on the proof of tuition.
- 3. Balance must be present to receive a voucher.

Advisement Report (Required only for ctcLink Schools)

				Page 1 of 1					
Advisement Report For Member Name prepared on 06/06/2022 Requested by Member Name									
Program Undergraduate Career Professional Technical Registered Nurse AAS-1		<u>Requirement Term</u> FALL 2022 FALL 2022 FALL 2022	ment Term Requirement Status L 2022 Satisfied L 2022 Satisfied						
Course History									
Term Subject 2022 FALL CHEM&	Catalog Nbr 121	Title Intro to Chemistry	Grade Units 5.00	<u>Type</u> IP					
				Page 1 of 1					
Advisement Report For Member Name prepared on 09/23/2021									
	Requested t	y Member Name							
Program Undergraduate Career Professional Technical Prog Associate in Nursing Major	gram	Requirement Te FALL 2021 FALL 2021 FALL 2021	r <u>ement Status</u> Satisfied Satisfied Satisfied						
Course History									
Term Subject 2021 FALL BIOL& 2021 FALL CHEM&	160	<u>Title</u> General Cell Biology Intro to Inorganic Chemistry	5.	nits <u>Type</u> 00 IP 00 IP					