Your Guide to Tuition Assistance Vouchers

SEIU Healthcare 1199NW Multi-Employer Training Fund

How voucher requests work:

Member submits funding request to Training Fund → Training Fund processes request and provides member with a voucher → Member signs voucher and delivers it to school

vouchers provided for pre-approved programs and schools

vouchers sent within 5 business days of receiving all supporting documentation

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

1 Class Schedule
- ☐ School Name, Term, and Year
- ☐ Member Name
- ☐ Student ID # (SID)
- ☐ List of Classes

2 Unofficial Transcript
- ☐ School Name, Term, and Year
- ☐ Member Name/SID
- ☐ Courses/Grades

3 Proof of Books/Supplies Cost
- ☐ School Name, Term, and Year
- ☐ List of Books/Supplies
- ☐ Proof of Cost
- ☐ Must be required, recommended or optional
  (according to course requirements)

4 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.**

ctcLink Walkthrough | ctcLink Help by College | Tuition Assistance Process Video

Need support in the process? The Training Fund is here to support you every step of the way. If you need help at any point in this process, please contact your Regional Education Navigator or our main office at (425) 255-0315 or members@healthcareerfund.org.

Sample Voucher Documents

1 Class Schedule

Member Name/SID
Term
School

Print

NURS 202 Level V

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	7.00	Graded		Professional Technical	

Class	Start/End Dates	Days and Times	Room
LEC - Section 1A - Class Nbr 28736	09/26/2022 - 12/16/2022	Days: Thursday Friday Times: 12:00PM to 4:00PM	Bldg 29 om 104-Intra Classroom

NURS 212 Practicum V

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	5.00	Credit/No Credit		Professional Technical	

Class	Start/End Dates	Days and Times	Room
LAB - Section 1A - Class Nbr 28777	09/26/2022 - 12/16/2022	Days: Monday Tuesday Times: To be Announced	Bldg 26 Room 212-Lab
CLN - Section 1CLN - Class Nbr 28825	09/26/2022 - 12/16/2022	Days: To be Announced Times: To be Announced	Arranged

Requirements:

- ☑ School Name, Term, Year
- ☑ Member Name
- ☑ Student ID # (SID)
- ☑ List of Classes

W UNIVERSITY of WASHINGTON

· Registration   · Grade Inquiry   · DARS - Degree Audit   · Financial Aid Status   · Tuition Statement
· Class Schedule   · Unofficial Transcript   · Change of Address   · Direct Deposit Transfer   · Credit Card Payment
· Visual Schedule   · Official Transcript   · Insurance/Optional Charges   · Short-Term Loan

Registration - Autumn 2022

Prepared for: Member Name/SID
Prepared on: October 8, 2022 at 8:38 a.m.
Major: Nursing (Tacoma Campus)

There is a $20.00 fee to change your schedule (including course adds, drops, change of grading option, and change of credits). One $20 c
may result in a tuition forfeiture charge.

Your current schedule:

Drop from schedule	Drop Code	SLN	Course	Type	Credits	Grading Option	Title	Meetings			
								Days	Time	Location	Instructor
☐		22309	T NURS 407 A	LC	3.0	● standard ○ S/NS	DIVERSITY HLTH INEQ	W	100- 330	CP 106	Lewis,Carmen D
☐		22213	T NURS 430 A	LC	3.0	● standard ○ S/NS	INTERPERSONAL COMM		630- 900P	CP 106	Mulligan,Anne
			Total Credits: 6.0				Display Visual Schedule			Display Textbooks	

Sample Voucher Documents

2 Unofficial Transcript

SEATTLE CENTRAL COLLEGE

Unofficial Transcript - Academic Career

Name:
Student ID:

			Attempted	Earned	GPA Units	Points
Term GPA	3.300 Term Totals		12.000	12.000	6.000	19.800

SPRING 2021 (04/05/2021 - 06/18/2021)

Course		Description	Attempted	Earned	Grade	Points
NURS	103	Med-Surg Nursing II	3.000	3.000	2.3	6.900
NURS	113	Skills Lab II	1.000	1.000	S	0.000
NURS	123	Nursing Practice II	4.000	4.000	S	0.000
PHIL	132	Ethics & Policy Healthcare II	2.000	2.000	4.0	8.000
PSYC	132	Psychosocial Issues Hlthcare I	2.000	2.000	4.0	8.000

			Attempted	Earned	GPA Units	Points
Term GPA	3.271 Term Totals		12.000	12.000	7.000	22.900

FALL 2021 (09/27/2021 - 12/16/2021)

Course		Description	Attempted	Earned	Grade	Points
NURS	204	Med-Surgical Nursing III	5.000	5.000	2.6	13.000
NURS	214	Nursing Practice III	3.000	3.000	S	0.000
NURS	224	Pediatric Nursing	3.000	3.000	2.6	7.800
NURS	234	Pediatric Practice	1.000	1.000	S	0.000

			Attempted	Earned	GPA Units	Points
Term GPA	2.600 Term Totals		12.000	12.000	8.000	20.800

WINTER 2022 (01/04/2022 - 03/23/2022)

Course		Description	Attempted	Earned	Grade	Points
NURS	205	Med-Surgical Nursing IV				
NURS	215	Maternal Nursing				
NURS	225	Maternal Practice				
PHIL	230	Ethics & Policy Healthcare III				
PSYC	231	Psychosocial Issues Hltcare II				

Undergraduate Totals						
Cum GPA	3.100 Cum Totals		46.000	46.000	26.000	80.700

End of Unofficial Transcript - Academic Career

Requirements:

- ☑ School Name, Term, Year
- ☑ Member Name/SID
- ☑ Courses/Grades

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.

Need support in the process? The Training Fund is here to support you every step of the way. If you need help at any point in this process, please contact your Regional Education Navigator or our main office at (425) 255-0315 or members@healthcareerfund.org.

Sample Voucher Documents

③ *Proof of Books/Supplies Cost*

Requirements:

☑ School Name, Term, Year

☑ List of Books/Supplies

☑ Proof of Cost

☑ Must be required, recommended or optional (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.

Sample Voucher Documents

4   *Proof of Tuition Cost*

Charges Due

What I Owe

Summary By Due Date	Detail Of Charges Due					
Due Date	**Description**	**Term**	**Business 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 Crs	FALL 2022	Highline College	05/19/2022	110.00	110.00
Total Charges Due						**1,558.18**

Currency used is US Dollar

Member maxing out 2022 TA benefits.

Requirements:

☑ School Name, Term, Year

☑ Member Name

☑ Proof of Account Balance

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.

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Sample Voucher Documents

Advisement Report
(Required only for ctcLink Schools)

Advisement Report
For ' Member Name   prepared on 06/06/2022
Requested by ' Member Name

Program	Requirement Term	Requirement Status
Undergraduate Career	FALL 2022	Satisfied
Professional Technical Program	FALL 2022	Satisfied
Registered Nurse AAS-T Major	FALL 2022	Satisfied

Course History

Term	Subject	Catalog Nbr	Title	Grade	Units	Type
2022 FALL	CHEM&	121	Intro to Chemistry		5.00	IP

Advisement Report
For Member Name   prepared on 09/23/2021
Requested by Member Name

Program	Requirement Term	Requirement Status
Undergraduate Career	FALL 2021	Satisfied
Professional Technical Program	FALL 2021	Satisfied
Associate in Nursing Major	FALL 2021	Satisfied

Course History

Term	Subject	Catalog Nbr	Title	Grade	Units	Type
2021 FALL	BIOL&	160	General Cell Biology		5.00	IP
2021 FALL	CHEM&	121	Intro to Inorganic Chemistry		5.00	IP

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