Your Guide to Tuition Assistance Vouchers

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

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.

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.
1. **Class Schedule**

<table>
<thead>
<tr>
<th>Member Name/SID</th>
<th>Term</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 202 Level V</td>
<td></td>
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<tr>
<td>NURS 212 Practicum Y</td>
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</tbody>
</table>

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

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**Registration - Autumn 2022**

<table>
<thead>
<tr>
<th>Member Name/SID</th>
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***University of Washington***

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Sample Voucher Documents

Unofficial Transcript

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.

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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.

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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)

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