

## Tuition Assistance Plan (TAP) Guidelines

TAP provides eligible members with financial assistance to take approved labor study courses and job-related, degree-seeking courses at nationally and regionally accredited educational institutions.

Educational institutions must be pre-approved by the TAP Administrators to be eligible. Payments for tuition and appropriate fees will be made directly to the educational institution, or if the institution does not accept vouchers, payment will be made to the members as a reimbursement for eligible out-of-pocket expenditures.

## Who is Eligible?

To be eligible for the Tuition Assistance Plan (TAP), a member must be a UAW-represented seniority employee on active roll, on temporary layoff, military or union leave of absence.

### Reasons a member may NOT be eligible include:

- Members on sick leave or a leave of absence
- Members who have been suspended from TAP due to missing grades, dropped courses after the designated drop period
- Misrepresentation of degree.

## TAP Funds

Members may receive up to \$5,000 per calendar year. In no event shall the total assistance to a member exceed \$5,000 per calendar year. **\$200 of the \$5,000 may be used toward book reimbursement.** Each course will be reviewed by TAP Administrators to determine eligibility. Grants or scholarships must be declared to the TAP Office upon notification.

All refunds must be paid back to TAP for cancelled or dropped courses.

Members will be responsible for all tuition & fees for course(s) dropped after the institution's add-drop period. Situations that occur beyond the member's control can be appealed and will be handled on a case-by-case basis. Please notify your Local TAP Representative **immediately** if you drop a class. Members **must** be on active roll for the duration of the course to be eligible for TAP.

## Frequently Asked Questions

### Tuition Assistance Plan

#### What fees does TAP cover in addition to course tuition?

1. Course registration, technology and lab fees
2. Distance and Learning/Online fees
3. Excess contact hour fees
4. Program support fees

#### What are some of the fees NOT covered by TAP?

1. Application fees
2. Student service fees
3. Parking, food and library fees
4. Physical fitness center fees
5. Matriculation fees
6. Infrastructure, repair and rehab fees
7. Tuition and fees covered by grants & scholarships

#### Why is my current voucher not being approved?

1. You have grades due for a previous voucher
2. Not eligible due to hold on TAP account
3. Not eligible due to job status

#### What is an eligible degree?

1. Any job related degree for which FCA hires

#### How do I start the TAP process?

1. Contact your TAP Representative

### Book Reimbursements

#### Can I submit a book reimbursement as a fee on my course voucher?

No. Follow the procedure laid out in the Book Reimbursement section.

#### If I do not use my book reimbursement this year, does it roll over to next year?

No. Book reimbursements are \$200 a year if there are available funds in your allocated TAP amount to cover it.

#### How long does it take to receive my Book Reimbursement?

Approximately 30 days **after** request has been approved.

### Scholarship for Dependent Children (SFDC)

#### Am I guaranteed \$1,500 per dependent?

No. There is a set budget for the year and after everyone has applied, the amount is divided evenly among the number of approved applicants. You can receive no more than \$1,500 per dependent per calendar year.

#### Can I apply for more than one of my dependents?

Yes. As long as you provide the supporting documentation, you can file for as many dependents as you qualify for under the guidelines.

#### When will the SFDC be paid out?

Local TAP Representatives will notify members the date of payment.

#### How will the SFDC be paid out?

Via EPAY to the member's account.

UAW-Chrysler  
Tuition Assistance Plan Office  
2500 E. Nine Mile Road  
Warren, MI 48091



For Information:

**Marci Leahey**

Local TAP Representative

**419-661-3532**

Phone Number

**Marci.leahey@fcagroup.com**

Email

*The National Training Center has the authority and discretion to interpret the terms of the Plan under the provisions of the Memorandum of Understanding on Joint Activities (M-9). This authority includes, but is not limited to, the authority and discretion to approve schools and courses under the Plan and to issue guidelines interpreting the Plan.*

## TAP Request Procedures

Tuition assistance applications **must be submitted online at least** 21 days prior to the date your tuition is due.

### Logging into TAP:

**NOTE: Microsoft Internet Explorer (IE) is the preferred browser for TAP. This application is not optimized for mobile access.**

- 1) **Log into dashboard.chrysler.com**
- 2) **Select the Development Tab**
- 3) **Select Tuition Assistance Plan (TAP) in the lower left side of the page**
- 4) **Select [Student]**

### Applying for Degree:

Select **[Enter a Degree Request]**, follow the instructions **[Applying for a Degree]**

Complete every field on the form with the required information. Incomplete information may result in delay of TAP benefits being approved.

Please enter additional comments as appropriate to support degree request and **Select [Submit]**

Once degree is approved or denied, member will receive an email instantly.

### Enter Course Request:

1. Log into TAP - refer to **[Logging into TAP]** section.
2. **Select [Voucher Request]**
3. Fill out all necessary information for the course approval
4. **Select [Calculate], Select [Next]**
5. **Select [Next]** - Review all information entered
6. **Select [Next]** - Review terms and conditions
7. Enter TID, **Select [Next]**

Once submitted, your course request will be reviewed for approval by TAP Administrators. If approved, you will receive an email with voucher attached. Otherwise, you will receive a letter in the mail explaining the reason your request was denied.

### Submitting grades:

Grade reports must be provided by each respective institution and include:

1. Institution Logo/Letterhead
2. Student Name
3. Course Dates/Term (beginning/ending)
4. Course Number
5. Course Name
6. Course Grades and Credits Earned

*(This information can be found on the student's portal for most schools.)*

Failure to submit grades within 30 days of course completion will result in delay or suspension of future TAP benefits.

## Book Reimbursements

After you have purchased your books for a TAP approved degree related course, you can submit a book reimbursement request for up to \$200 (included in the TAP \$5,000 yearly eligibility). If you have multiple books required in a class, enter total expense in book fee field.

### To Apply:

1. Log into TAP - refer to **[Logging into TAP]** Section, follow steps 1-4
2. Under Development Tab, select Enter Book Reimbursement Request and complete form.
3. **Select [Submit]**

An email will be sent to the member with the Book Reimbursement request attached. Member should sign and date Book Reimbursement request, attach official grade report, original receipt/proof of payment and mail to:

**UAW-Chrysler TAP Office  
2500 E. Nine Mile Road  
Warren, MI 48091**

Please do not submit book reimbursement request until course is completed so that grade report can be attached.

After reviewing the Book Reimbursement request, an email will be sent confirming approval or denial. A check will be sent to the member's home address on record within 30 days of approval by the TAP Administrators.

## Scholarship for Dependent Children SFDC

The Scholarship is limited to an annual benefit award of **UP TO \$1,500** per eligible dependent for out of pocket funds paid for tuition and/or compulsory fees. **Payments will be subject to applicable federal, state and local income tax provisions.**

Only dependent children of UAW-represented FCA US LLC seniority members, pursuing a post-secondary educational degree at a 2 or 4 year accredited approved institution, may apply. Expenses covered by grants or scholarships are not considered out-of-pocket funds.

### To Apply:

Go online to dashboard.chrysler.com to access Scholarship for Dependent Children, **(under the Development Tab)**, and complete the application. Once you **select [Submit]**, an email will be sent with application attached. Email, home address and phone number should be verified prior to submitting application. All changes should be entered in Dashboard under **My Profile**.

**The following must be submitted when requesting SFDC:**

1. **Signed and dated application**
2. **Proof of course completion** - Proof of satisfactory completion of semester course, copy of transcript or grade report with student's name, confirmation of degree and school year/semester.
3. **Proof of Dependency** - Dependent must be **unmarried**, under the age of 26, the child of the member, or of the spouse by birth, legal adoption or legal guardianship and meet Proof of Dependency criteria.

**Child** - Birth Certificate

**Stepchild** - Stepchild's Birth Certificate & Marriage License of the member.

**Legal Adoption** - Court adoption papers (with signature or seal) or Adoption placement agreement or Petition for adoption or child support order.

**Guardianship** - Court approved letter of guardianship (with signature or seal)

4. **Proof of payment** - An official receipt from the institution identifying tuition amount and form of payment. This document must reflect all out-of-pocket expenses **paid by the member** or through loans including the payee's name.

Application must be signed and all copies legible. Documents will **NOT** be returned. Missing or illegible documents may cause a delay in processing or the denial of your application. For audit purposes, additional supporting documents may be requested.

**The number of scholarships and awarded amounts made available annually will be determined by the UAW-Chrysler National Training Center, in accordance with the UAW-FCA US LLC 2015 National Agreement (M-9).**

