





# DELPHI

## Individual Upward Educational Plan (IUEP) Application

### GENERAL

Read these instructions carefully before you fill out the application form. PRINT WITH BLACK INK OR TYPE.

**Original Application:**  
If you are sending in an original application please indicate original on the front of this application in the box provided.

**Revised Application:**  
If you are sending in a revised application because you need to make changes to an application already submitted please indicate revised in the box provided

Review the application before mailing or faxing to make sure that you have included all requested information. Incomplete forms will delay processing.

**BE SURE TO SIGN THE APPLICATION AND OBTAIN YOUR SUPERVISORS CONCURRING SIGNATURE**

Submit separate application forms for each school and for each term or semester.

**APPLICATIONS MUST BE SUBMITTED EITHER VIA MAIL OR FAX PRIOR TO ENROLLING IN THE SELECTED COURSES**

Please allow sufficient time for processing your paper work. If you have not received your response within 14 business days of mailing your application, call the Tuition Assistance office at **1-888-898-7018**.

### SECTION I

#### EMPLOYEE INFORMATION

Fill in all of the information requested. Correspondence will either be mailed to your home via US mail or e-mail.

### SECTION II

#### COURSE/PROGRAM INFORMATION

Complete this section with the help of a school counselor if possible. Be sure to list the course numbers and titles as they appear in the school catalog. Include the tuition costs and required covered fees for current terms billing period only.

If you qualify for financial aid or benefits from other sources you must declare it. The IUEP will pay only that portion of tuition and compulsory fees not covered by other aid. Failure to completely list other aid can disqualify you from taking part in the plan.

Covered compulsory fees are any instructional or academic fees charged to ALL students. Non-covered fees include parking, ID, deferred payment fees, mail in or late registration fees or other special assessments not of an academic nature or not charged to all students.

### SECTION III

#### CONDITIONS

Read this section carefully and review the IUEP Guidelines. Your signature indicates you agree to abide by all requirements and conditions.

### ELIGIBILITY

- All regular active hourly employees with seniority are eligible Flexible service employees receive 65% of
- Active employees who are subsequently laid off or placed on a leave of absence during the term are required to provide proof of completion.

### PROGRAM DETAILS

Calendar year maximums are based on the year in which the course(s) begin, even if the course(s) end in following year.

1. **Regular Active employees:**
  - \$4,600.00 for approved undergraduate and graduate degree courses at regionally accredited colleges or universities
  - Of the annual limit, \$100 can be used towards the purchase of textbooks for job related degree programs.
  - \$2,100 can be used for seminars, workshops, high school equivalency and literacy courses, trade school courses or job related courses
  - Maximum total assistance in a calendar year is \$4600.00
2. **Laid Off employees:**
  - Employees on layoff with seniority are eligible for participation in the plan for one year from the effective date of their layoff. In addition, the spouse or dependent child of a deceased active employee will

be entitled to utilize the remaining balance of the employees annual IUEP for education for one year from the date of the employees death.

Once your application is approved, you will receive an official Tuition Voucher, which authorizes the school to bill IUE-CWA Delphi IUEP directly for the approved tuition and fees. Give the voucher to the school when you register for the courses. Your school will invoice the IUEP and the approved amount will be paid directly to the school.

Grades are required to be submitted to this office within 60 days of course completion. A passing grade, if college credit is received or a certificate of successful completion is required in order to meet program guidelines. Grade reports must include employee name, school name and course information. If passing grades are not submitted or the employee fails to submit grades, letters are sent to the employee and they may face payroll deduction for the amount of the course.

**IUE-CWA Delphi IUEP  
Tuition Assistance Program  
PO Box 217018  
Auburn Hills, MI 48321-7018**

**Toll-Free Voice:** (888) 898-2317  
**Fax Number:** (248) 836-1507  
**Impaired TDD#:** (800) 295-8722