



October 9, 2007

TO: Alliance Local Committees
Local Presidents
ARC/ERC Coordinators
Alliance Staff

FROM: Roger Ingram, Director Field Operations
The Alliance

RE: **INCREASED PPT AND BOOK REIMBURSEMENT MAXIMUMS**

The Alliance National Program staff recently completed its annual review of The Alliance Pre-Paid Tuition program. Based on that review we are increasing the annual maximums that The Alliance pays for coursework beginning on or after January 1, 2008. In addition to the increase we are also modifying the Book Reimbursement program. The Alliance will be combining the PPT and book programs payout to a single maximum amount. ***No other program changes are being made at this time (including Alliance eligibility requirements).***

Effective January 1, 2008, the new maximum for the combined programs will be \$2,250 for active workers and \$3,250 for dislocated workers. The revised Book Reimbursement program will no longer be limited to \$200. The Alliance will reimburse any amount until the maximum PPT level has been reached.

The following summarizes the changes and program highlights.

ACTIVE WORKERS:

- Coursework beginning on or after January 1, 2008 will be eligible to receive a combined total of up to \$ 2250 for Tuition and Books.
- Book Reimbursements must be for books for a course funded by PPT and require proof of course completion, proof of payment and documentation that it was required for the course. (Books only, no other materials will be considered.)

DISLOCATED WORKERS:

- Coursework beginning on or after January 1, 2008 will be eligible to receive a combined total of up to \$ 3250.00 for Tuition and Books.
- Book Reimbursements must be for books for a course funded by PPT and require proof of course completion, proof of payment and documentation that it was required for the course. (Books only, no other materials will be considered.)

All other rules for both programs remain unchanged as do the current maximums for coursework occurring in 2007. Please call the PPT staff if you have specific questions or concerns about this change at 800-323-3436.

Attachments: PPT Application
Book Reimbursement Form



ALLIANCE PRE-PAID TUITION APPLICATION

Please Read Reverse
Prior to Completing
this Application

I am applying for: Pre Paid Tuition Tuition Reimbursement
(Please Check One)

SECTION I – EMPLOYEE INFORMATION *(PLEASE PRINT)*

Name: (Last) _____ (First) _____	Employer: <input type="checkbox"/> AT&T <input type="checkbox"/> Avaya Inc. <input type="checkbox"/> Alcatel-Lucent
Home Address: (Include Apt/Floor #) _____ (City, State, Zip) _____	Employee ID Number: _____
Daytime Phone: (_____) _____ Email: _____	Employment Status: <input type="checkbox"/> Active <input type="checkbox"/> Laid Off
	Lay Off Date: ____/____/____ Weeks of Term Pay: ____

SECTION II – COURSE / PROGRAM INFORMATION *(Entire section must be completed)*

Check best description of course/program you are applying for: School Type: <input type="checkbox"/> For Credit Training at an Accredited School <input type="checkbox"/> IT/Technical Certification <input type="checkbox"/> Industry Standard Certification/Licensure at Alliance Approved School Program Type: <input type="checkbox"/> For Credit training at an Accredited School <input type="checkbox"/> Certification <input type="checkbox"/> Licensure	School/Institution Name: _____ Billing Address: _____ Contact Person Name: _____ Phone: (_____) _____ Program Title or Degree Major: _____ Term Begin Date: ____/____/____ End Date: ____/____/____
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Course Number	Course Title (As shown in School Catalog)	# of Credits	Classroom Hours	Tuition Cost (\$)
				\$
				\$
				\$
				\$

I am receiving Financial Aid No Yes \$ _____ From (Source) _____ Total Cost (Tuition & Required Fees only) \$ _____

Note: All fields must be complete or your application will be delayed - Questions? Call 800-323-3436

SECTION III – CONDITIONS

I understand that I am responsible for the payment of all non-approved costs and fees and I agree to provide required information and documentation required by the administration of The Alliance Pre-Paid Tuition Program. I authorize any education institution that I attend to release any requested information pertinent to this program regarding my status in the institution, including the release of a transcript and other information as outlined in this program to The Alliance Pre-Paid Tuition Program. All information I supplied is accurate to the best of my knowledge and I have not willingly misrepresented any information contained herein.

Applicant's Signature: _____ **Date:** _____

WHEN COMPLETE, MAIL/FAX ALONG WITH BACK-UP INFORMATION TO: THE ALLIANCE PPT PROGRAM, 80 Cottontail Lane, Ste 320, Somerset NJ 08873, FAX: (732)563-1724	For Alliance Use: <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> R
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www.employeegrowth.com

Alliance Pre-Paid Tuition Program

The Alliance Pre-Paid Tuition Program (PPT) is one of the services of The Alliance for Employee Growth and Development, Inc. It is designed to assist with the costs of education to enhance current skills or provide new skills to enhance employability.

ELIGIBILITY CRITERIA

- Regular Full- or Part-Time employee of an Alliance stakeholder company and covered by a collective bargaining agreement that includes The Alliance.
- Represented by CWA or IBEW (non-manufacturing unit).
- If laid off, have filed an Alliance Participant Form within six months of lay off date.
- If laid off, eligible for one year from layoff date plus the number of weeks of separation pay (call PPT Office for exceptions). Your course must start on or before your eligibility expires.
- If laid off, not pension eligible at time of layoff or pension eligible with recall rights.
- If otherwise pension eligible but on union leave of absence.

FUNDING

- The Alliance sets annual per-person maximums based on a calendar year.
- The Alliance funds for credit training at accredited institutions and industry standard certifications.
- The Alliance Pre-Paid Tuition Program considers the per-credit hour cost and required/mandatory fees.
- Book reimbursement will be considered upon successful completion of PPT-funded courses.
- Other miscellaneous costs are not funded (e.g., supplies, transportation, meals, and lodging).

All Alliance PPT Policies and funding levels are subject to change based on the availability of funding.

HOW TO APPLY FOR ALLIANCE PPT

To apply for PPT funding, you must:

1. Have an Alliance Participant Form on file.
 2. Have a Technical Career Plan (TCP) on file at The Alliance for Technical or Information Technology certification programs.
 3. Read all information and fully complete the PPT Application as described below. See reverse for form.
 4. Attach back-up course description and tuition information from the course catalog or website.
 5. Mail or fax PPT Application with back-up to The Alliance.
- Note:** PPT reserves the right to ask for a TAP denial for tuition consideration.

PPT Application, SECTION I - Employee Information

Please fill in **all** the information including home address (where PPT will send all correspondence), a preferred daytime phone number, email address and company employment status.

PPT Application, SECTION II - Course/Program Info.

- ✓ Apply for one semester/term/quarter only on an application. Complete the month, day, and year that the semester/term/quarter begins and ends (approximate dates can be used for Home Study Courses).
- ✓ Check the school type and program type that best describes the courses on this application.
- ✓ Give the official name of the school and the address to remit payment. (*Example:* You are enrolling at ABC College, but the classes are being held at the XYZ High School. Put ABC College's address as the name for payment.)
- ✓ List the course numbers and titles as found in the school catalog.
- ✓ List the number of credits you will receive for each course.
- ✓ List the total number of hours spent in the classes. (*Example:* If you are in school for 4-hours per week for a 15-week program, the classroom hours would total 60 hours.)
- ✓ List the tuition cost for each course.
- ✓ If you are receiving any financial assistance, indicate the source and amount. All funding assistance you receive will be coordinated with your PPT funding.

PPT Application, SECTION III - Conditions

Read this section carefully, then sign and date the application. Unsigned applications will be returned unprocessed.

APPROVAL

When a PPT Application is approved, The Alliance will send you an Alliance Pre-Paid Tuition Approval Certificate. Give the Certificate to the business office of the school when registering for the course(s).

The Certificate allows the school to bill The Alliance for the tuition cost and required/mandatory fees. When invoiced, PPT pays the approved amount directly to the school.

TIME FRAME

Please allow three full weeks for processing an application.

Applications are processed in the order received (including faxed applications).

REIMBURSEMENT

Request reimbursement only in exceptional circumstances. Reimbursement of tuition must be requested within three months of the last class day or it will not be considered. Beyond standard information, additional requirements include: proof of course completion and proof of payment.

HOME STUDY & TRADE SCHOOL PROGRAMS

Programs without defined semesters/terms/quarters or that are more than 300 hours in length require a breakdown of tuition, books, fees, and other miscellaneous costs along with a course description. Initially, PPT will fund 50% of the course cost. After completing the first half of the lessons, proof of the lessons completed and a new PPT Application for the next half is required.

BOOK REIMBURSEMENT

You may be reimbursed for required books (books only) in PPT funded courses that you have completed in accordance with PPT program guidelines. You can print out a Book Reimbursement Form at www.employeegrowth.com. Sales taxes and shipping fees are not reimbursable. Please mail the completed Book Reimbursement Form along with original itemized receipts and the related course syllabus. *Requests must be made within three months of course completion for consideration.*

**The Alliance Pre-Paid Tuition Program - 80 Cottontail Lane - Suite 320, Somerset, NJ 08873
Phone: (800) 323-3436, Fax: (732) 563-1724 - Staff Available 8:00am to 5:00pm ET to assist you.**

**INCOMPLETE INFORMATION
DELAYS APPLICATION**



Book Reimbursement Form

The Alliance Pre-Paid Tuition Program (PPT) offers book reimbursement upon completion of a PPT approved course(s) in accordance with program guidelines. Reimbursement will only be made for receipts received within 3-months from the course end-date.

To apply for reimbursement, mail this form along with:

- Proof of course completion
- A course syllabus or information linking book(s) to course(s), and
- **Original**, itemized book purchase receipts.

To ensure all required documentation is sent, please check off the following list:

- Original, itemized receipt** (COPIES OR FAXES ARE NOT ACCEPTED).
- Proof of course completion** (CERTIFICATES OR GRADES – do not send request prior to completion of the course).
- A course syllabus proving course/book connection.**
(A syllabus may not be required if your paid receipt makes a clear connection to the course. We reserve the right to require a syllabus.)
- This reimbursement is for a book required for a course funded by Alliance PPT.** Books for courses paid by a source other than Alliance Pre-Paid Tuition will not be considered.

If you fail to meet any of these conditions, your request will be returned unprocessed. If returned, missing item(s) will be highlighted on this form.

Employee ID #: _____

Telephone: Home () _____

Work () _____

PLEASE PRINT

COURSE TITLE	BEGINNING DATE OF COURSE	COST OF BOOKS	APPROVED AMOUNT
			OFFICE USE ONLY
TAXES ARE NOT INCLUDED – TOTAL COST OF BOOKS		\$	\$

Name/Mailing Address:

When complete, mail this form and **ALL** required documentation to:

The Alliance Pre-Paid Tuition Program
80 Cottontail Lane, Suite 320
Somerset, NJ 08873

You must MAIL your Book Reimbursement Form and supporting documentation.

Faxes or Copies Will Not Be Processed