



**Tuition Assistance Program for:**  
**Accredited Institutions**  
**and**  
**State Regulated Vocational Schools**

**Tuition Assistance Program**

Tuition assistance funds may be used for either degree or non-degree courses that may lead to certification or licensing in an academic or technical skill. Requests for tuition assistance are evaluated on an individual basis by the Career Development Center Site Coordinator. Tuition assistance funds may cover the costs of tuition, mandated books and course related fees. The total amount available per individual participant is \$2,500.00 annually; on a first come, first served basis.

**Courses Covered:**

Tuition Assistance may be used for either degree seeking or non-degree seeking courses. This includes credit or non-credit courses provided by schools listed in the current publication of the Accredited Institutions of Post-Secondary Education or by the private occupational and/or vocational schools recognized by the State Boards of Vocational Education or other state regulated agencies.

**Expenses Covered:**

Since CDC is funded on a current year basis, tuition assistance is only available for the current calendar year only. Students must apply for tuition assistance prior to attending any class at any institution. Expenses covered include tuition, certain fees and required textbooks. Tuition is only paid directly to the institutions before course completion for students in good standing.

**Participant Responsibility:**

To remain a student in good program standing, a student must abide by the CDC regulations governing tuition assistance. This requires a student to submit a statement of course completion (grades, certificate of completion or letter from the institution) to the Program Coordinator prior to requesting additional tuition assistance. **It is the student's responsibility to notify the CDC if a class is dropped and provide the CDC with the necessary paper work.**

**Confidentiality Statement**

All information received from you by the Career Development Center is considered "confidential information." Confidential information will remain under lock and key at all times when not in use and will not be released to anyone without your written consent.

USW Local 831L Career Development Center Inc., 2353 Riverside Drive, Danville, Virginia 24540  
Phone (434) 792-1670 · Fax (434) 792-1671