

HOW TO SUBMIT AN APPLICATION FOR ETAP/PDA GUIDE FOR EDUCATION REPRESENTATIVES

UAW-Ford
Joint Trusts Center

Tuition Assistance Program



Log in to ONTAAS at <http://www.myuawford.com> .

After the employee logs into the employee portal, click on the link [Employee Tuition Assistance Applications](#) then click the link to Submit a New Application for IRCP, ETAP or PDA.

Read the terms and conditions thoroughly and if in agreement with them, click

edtp@uawford.com'. At the bottom, there are two buttons: 'ACCEPT & CONTINUE' and 'CANCEL'. A red arrow points to the 'ACCEPT & CONTINUE' button."/>

3. Step 3: Add your course information, or click the link to Find My Course and select it. If your course is not found then click the link indicated and enter your course information into the fields provided. If you have more than one course then click [Click here to ADD ADDITIONAL COURSES](#) and additional course lines will appear.

STEP 3: ENTER COURSE INFORMATION

Click on 'Click here to ADD ADDITIONAL COURSES' to add a new course line, or click 'Find My Course' to change an existing course line.

Course Number / Name	Select
11122CHL Lit Allusion, Child	Select
11178 Calculus II	Select
11280 Introductory to Sociology (provisional)	Select
11365 PSY 101 General Psychology (provisional)	Select
11433 Legal Asst Center Training	Select
11459 PSY 103 General Psychology Laboratory (provisional)	Select

4. Step 4: Enter fee types and amounts. If more fee types are needed, click [Click here to ADD ADDITIONAL FEES](#).

STEP 4: ENTER FEE INFORMATION

5. Step 5: Add financial aid information into the appropriate fields. Click [Click here to ADD ADDITIONAL SCHOLARSHIPS](#) if more data entry lines are needed. *If no financial aid has been received then select "None"*.

STEP 5: ENTER GRANT AND SCHOLARSHIP INFORMATION

Verify the screen contents are accurate and click

[SAVE AND CONTINUE TO REVIEW AND CONFIRM](#)

6. Finally, complete Step 6 Add Contact Information. Verify all screen contents are correct and click

[SAVE AND SUBMIT APPLICATION FOR APPROVAL](#)

STEP 6: REVIEW APPLICATION AND UPDATE CONTACT INFORMATION

My Contact Information

My Address 123 MAIN STREET PLYMOUTH, MI 48170	Alternate Address for Tuition Assistance Correspondence 1234 MAIN STREET City: Plymouth State: MI Zip: 48170 lookup
Contact Details Cell Phone: 800-555-1212 Home Phone: Work Phone: 800-555-1212 Email: Test@test.com	Contact Preferences for Application Status Updates <input checked="" type="checkbox"/> Notify me by text message (cell phone is required at left) <i>Message and data rates may apply</i> Cellular Carrier: Verizon (Normal text rates apply) <input checked="" type="checkbox"/> Notify me by email (email address is required at left) <input type="checkbox"/> Do not notify me electronically

UNCHECK to opt-out of receiving additional UAW-Ford related messages
Reply: STOP to cancel, HELP for help. Message and data rates may apply.

Contact Information for UAW-Ford Related Messages Email Address: Test@test.com Cell Phone: 800-555-1212 Cell Carrier: Verizon
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As an eligible Active UAW represented Ford hourly employee, I apply for approval of the UAW-Ford Community Engagement Scholarship for Dependent Children under the UAW-Ford Tuition Assistance Program. I understand that:

1. This request is subject to the terms and conditions contained in the Program
2. I am responsible to assure that all conditions are followed and adhered to regarding the Program documentation needed
3. The UAW and Ford Motor Company have no liability for injury or illness resulting from my dependent attending such training
4. The Scholarship funds received are subject to applicable federal and state taxes
5. The Program will only grant approval for reimbursement for funds not covered by other Grants and Scholarships
6. Documentation provided is subject to audit
7. Falsifying or providing inaccurate/fraudulent information may lead to disciplinary action, up to and including termination, and the requirement to repay scholarship funding provided

In addition, I agree to provide whatever information may be required for the administration of this Program and that continuance in this Program is subject to meeting its provisions.

Next Step: Submit Application for Approval to the Joint Trust Center

[SAVE AND SUBMIT APPLICATION FOR APPROVAL](#) [SAVE FOR LATER SUBMISSION](#) [CANCEL](#) [SAVE AND RETURN TO ATTACHMENTS](#)

7. Your application has been sent to the Joint Trust Center (JTC) for review. You will receive emails from the JTC regarding the status of the application.