



UNITED TRIBES®
TECHNICAL COLLEGE

OFFICE OF FINANCIAL AID
PROFESSIONAL DEVELOPMENT PROGRAM
UNITED TRIBES TECHNICAL COLLEGE

Description

As a fringe benefit, eligible full-time employees can participate in the Professional Development Program after one year of continuous employment. Employees can receive benefits towards six (6) credit hours per semester and three (3) credit hours in the Summer for their tuition, books and fees minus all other aid the employee receives towards those costs.

Policy

Employees can receive the award for six (6) credit hours per semester (3 in Summer semester) and benefit amounts will be paid based towards the tuition, books and fees of those credits

Employee must have reached their one year anniversary for full-time continuous service by the last day to add/drop date for the semester

The benefit amount will be paid for the passed credits as long as the tuition is paid directly to UTTC

If the employee enrolls in more than 6 credits than the employee must indicate in writing which classes they want they PDP to be paid towards & include a Bookstore receipt and which also states which books are associated with the selected classes. This needs to be turned in to the Financial Aid Director along with this form

The employee will be allowed up to 6 hours of class during work hours per week. If required to fulfill a job related activity, the employee will be expected to miss class as their job takes precedence

Deadline: this form must be completed and submitted to the financial aid office by 5:00pm on the last day to add/drop for the semester. Employee must have reached their one year anniversary for full-time continuous service by this date.

The PDP will only cover one degree at each level. One certificate, one associate degree, and one Bachelor's degree.

A 'C' or above grade must be maintained in order to be eligible for the PDP. Courses taken on a pass or fail basis must be completed with a "passed" grade. Non-graded courses graded satisfactory or unsatisfactory must be completed with a "satisfactory" grade. The PDP will not cover failed, dropped, or withdrawn credits, which also may result in a bill to the employee.



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Policy (continued)

Single semester short-term workforce training programs are not covered by the PDP.

The employee must not owe the college a past-due bill from a previous semester

If an employee leaves or is terminated for any reason during the semester, the tuition waiver will still be valid for the terminated employee for that semester only

How the PDP is paid:

After semester grades have posted the Financial Aid Director will get copy of grade transcript and verify that the classes were passed.

Director will also get a copy of the current invoice from the Bursar's office. If the classes have been paid by other grants, scholarships or loans there will be NO further monies disbursed from the PDP



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UTTC employee name: _____

ID number: _____

Section 1: to be completed by all applicants

Program of Study: _____

- UTTC **Human Resources** certifies that the UTTC employee listed above has been a continuous full time employee for at least the past 12 months.

Signature, UTTC Human Resources Representative: _____ Date: _____

- UTTC **Student Accounts Technician** certifies that this employee does not owe the college any bill from previous studies

Signature, UTTC Student Accounts Technician: _____ Date: _____

- UTTC **Registrar** certifies that A) there is available space in the classes for which the student has registered, B) the tuition billed for these courses goes to UTTC, and C) the student has not already earned a degree at the level of the current program (Cert, Diploma, AAS or Bachelor's)

Signature, UTTC Registrar: _____ Date: _____

- Employee's **direct supervisor** certifies that the schedule of classes submitted will not interfere with the normal duties of the employee, and the classroom hours do not exceed 6 hours per week during normal work hours.

Signature, direct supervisor: _____ Date: _____

Supervisor's printed name and title: _____

Section 2: final certification by the Office of Financial Aid

- The Director of Financial Aid certifies that the employee has completed the application form in its entirety

Signature, UTTC Director of Financial Aid: _____ Date: _____



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UTTC employee name: _____

ID number: _____

Section 1: student certification

All UTTC students are responsible for payment in full of charges incurred. Participation in this program does not suspend or modify the terms of the enrollment agreement signed upon entry to the college. Students are additionally required to maintain a GPA of 2.0 or above at all times. This program does not fund any other charges other than the amounts defined in this document

Section 2: employee certification

I, _____, have read this form in its entirety and certify that I

(print employee name)

understand and agree to all the provisions outlined herein.

Employee's Signature: _____ Date: _____