

**USW LOCAL 9231 & 9231-01 / I/N Tek & I/N
Kote/ArcelorMittal USA INC.
TUITION ASSISTANCE PROGRAM BENEFITS AS OF
JUNE 18, 1998**

PROGRAM OBJECTIVE: The purpose of the Tuition Assistance Program (T.A.P.) is to provide support for the education, training, and personal development of bargaining unit Team Members of I/N Tek & I/N Kote. As per the guidelines set by the Governing Board (I.C.D.) that oversees all career development programs of which I/N LJC (Local Joint Committee) is one, Tuition Assistance courses with the primary purpose of recreation or personal enjoyment, rather than career or educational development are not eligible for tuition assistance funding.

ELIGIBILITY:

- *Active Local 9231 & 9231-01 Team Members
- *Laid off Local 9231 & 9231-01 Team Members, who have not broken service (laid off for less than two consecutive years).

PROGRAM GUIDELINES:

- *Any Team Member who has previously utilized the T.A.P. must submit final grades to I/N LJC before any additional applications can be processed.
- *The use of such funds will be limited to tuition costs, course-related fees, and mandated books (books are reimbursed after proof of completion of the course). T.A.P. funds will not be used to pay for such things as monetary incentives or equipment costs.
- *Tuition aid will include assistance for both degree-seeking and non-degree-seeking courses.
- *The annual limits will be:
 - Twenty percent (20%) of each company's career development contribution, which is not accumulative year to year.
 - A total of \$1,800.00 per eligible worker which is not accumulative from year to year for courses taken through an institution certified by a recognized accreditation agency or approved by the Institute for Career Development (I.C.D.).

- T.A.P. funds are available on a first come, first served basis. Once the 10% annual limit is reached, no further tuition assistance is available for the year.

*If a Team Member demonstrates consistent lack of completion or failure of courses (two or more in a 12 month period); any application for additional tuition assistance will have to be approved by LJC. Penalties may include waiting for six months (from the end of the course) before applying for additional T.A.P. funds, and/or the completion of courses a Team Member's expense before applying for additional T.A.P. funds.

*Courses may not be repeated.

APPLICATION PROCEDURE: Applications should be completed as soon as all necessary information is available from the accredited institution selected. Also, to facilitate the selection of courses, a Team Member should request assistance from the counselor of the institution he/she wishes to attend. In order for a Team Member to participate in the Tuition Assistance Program, he/she must:

- a) Complete an application and return it to an LJC Committee Member. Receive approval of such application (subject to the guidelines of the T.A.P.) from LJC. An approval voucher will be mailed to or given the Team Member within two weeks.
- c) It is the Team Member responsibility to sign and deliver the voucher to the institution for billing purposes.

Payment will be made directly to the institution upon receiving returned signed voucher and invoice, if any agreement exists to do so with that institution. Otherwise, a Team Member is responsible to make (out of pocket) payment to the institution. A Team Member will receive reimbursement for tuition costs upon providing evidence of successful completion of course.

To avoid a delay in processing an application, make sure all requested information is provided and the application is signed and dated. Applications must be submitted to LJC at least two weeks prior to enrollment period.

COURSE CONTENT:

*Classes or courses with the primary purpose of recreation or personal enjoyment rather than career or educational development (e.g. weight watchers, golf, and martial arts) are not eligible for tuition

assistance. Special arrangements must be made through LJC to offer these classes on a customized basis, if possible.

- *Customized classes require a minimum of 3 participants. A minimum of eight weeks must be allowed for LJC to make arrangements for the instruction, location, and design of the customized class. In addition, the vendor providing the instruction must show evidence that the class meets four of the thirteen educational components provided by the I.C.D. The location of the class will have to be determined by LJC.

CORRESPONDENCE SCHOOLS:

- *Funding available for correspondence courses will be limited to the payment of fifty percent (50%) of the cost of a correspondence course up to a maximum of \$900.00 per calendar year. This payment is applied against the participant's available tuition assistance monies of \$1,800.00 per calendar year.
- *All previous correspondence course work must be completed prior to applying for additional correspondence classes.
- *Correspondence courses will be paid on a reimbursement basis only. Available costs will be reimbursed only upon course completion. Participants must pay for correspondence classes out of pocket when applying and can be reimbursed only after proof of completion.
- *Students applying for correspondence schools need to schedule an appointment with the LJC to discuss the requirements of the course. Students are to have this counseling session before paying for the correspondence class.

BOOK REIMBURSEMENT: T.A.P. participants may be reimbursed for required textbooks of approved courses that started after April 14, 1993. Applicants must provide an official grade from the institution, completed application, signature of the instructor, and an itemized receipt from the bookstore showing the cost of the book and the name of the bookstore on the receipt.

RETROACTIVE REIMBURSEMENT: Reimbursement is available for approved tuition costs for classes beginning after August 1, 1989 to annual limits listed above. In order to receive this tuition reimbursement, an employee must provide: Proof of the tuition portion of payment, proof of completion of the course, and an application for the T.A.P. funds to the LJC.

Upon approval of such application and documentation, the reimbursement will be processed within six weeks. If a Team Member received tuition

reimbursement from any other source, no duplication of payment will be made to the Team Member. The other source will be sued as the primary provider and T.A.P. funds will be applicable to the balance. Failure to identify other tuition assistance can disqualify employees from T.A.P. funds.

Your Local 9231 Joint Committee

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