

The Learning Center

USW/USS Granite City Works

Institute for Career Development (ICD) – GENERAL INFORMATION FOR USE OF ICD FUNDS

Active USW members of Local 1899 which include Zones 16, 30, 50, 67 and 68 that are working at U. S. Steel - Granite City Works are eligible for tuition assistance from institutions accredited by ICD.

All classes, including online classes, will be paid for via an ICD issued voucher. Previously, online classes were reimbursed after the class was completed. We are instituting a trial procedure where you will no longer have to pay for the class up-front and wait for reimbursement. However, similar to any other classes for which tuition assistance is provided, you will still have to supply a copy of your final grades to the Program Coordinator.

In order to receive tuition assistance:

- **You must go to an accredited college or university.**
- **You must discuss your plans with the ICD Coordinator prior to registration to assure eligibility.**
- **Assistance is only provided by voucher that will be provided to eligible employees from the ICD Coordinator.**
- **In order to be reimbursed for eligible class expenses, you must have all receipts that show amount paid and what the payment was for, in addition to a copy of your grades.**
- **There will be no duplication of payment to an employee who receives tuition assistance/reimbursement from any other source.**
- **If you cannot finish a class that the ICD is paying for you must have a good reason and discuss your reason for not finishing it with the Program Coordinator.**
- **After you finish an online class, you must submit a copy of your final grade to the Program Coordinator within 60 days after the end of the class. Failure to provide final grades will result in your being denied future tuition assistance and may require reimbursing ICD for any tuition/expenses paid.**

Eligible ICD assistance/reimbursements will be limited to tuition costs, the costs of required books, and the payment of course-related fees such as required lab fees. ICD funds may not be used to pay for any other expenses, including monetary incentives, parking fees, non-required books, or subscriptions to periodicals. In addition, ICD funds will not be available for the purchase of personal computers, tools, firearms or kits, engine analyzers, or any engine repair equipment, even if such equipment is associated with a given course. Finally, ICD funds are not available for equipment rental fees, such as aircraft, boat, welding, or scuba gear rental.

Tuition assistance funds may be used for either degree-seeking or non-degree-seeking courses. However, 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 funding. In order to assure that the classes you are interested in, or any related expenses, are eligible for assistance, you must contact the ICD Coordinator prior to registering.