



Union Education Trust
Shaping Your Future

UNION EDUCATION TRUST COMPUTER APPLICATIONS TRAINING

DIRECTIONS: Please complete all information after selecting your school from the Union Education Trust website. Applications must be filled out completely and signed. Please allow 14 calendar days for processing. If you have any questions regarding your application or the application process, contact the Union Education Trust at 1-866-436-7900 or by email at support@uedtrust.org.

VOUCHERS WILL BE MAILED TO THE ADDRESS INDICATED ON YOUR PAYROLL RECORDS.

APPLICANT INFORMATION:

EMPLOYEE ID NUMBER: _____		
Last Name: _____	First Name: _____	Middle Initial: _____
State Agency: _____	Institution/Work Address: _____	
Work Phone: _____	Home Phone: _____	
Work Hours: _____	Union Chapter: _____	

SCHOOL INFORMATION:

Training Provider Name: _____	Location: _____
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COURSE INFORMATION

Course Name	Course Number	Hours	Tuition	Course Material Fees	Total Amount for Each Class	Class Start Date
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____
a. Total the course amount			Total Tuition and Fees:		_____	
b. Total any financial aid you will receive for tuition, or course material fees for the courses listed above (This includes scholarships, grants and support from a State of Ohio agency)			Financial Aid Received:		_____	
c. Subtract line (b) from line (a)			Total UET Requested		_____	

THIS APPLICATION MUST BE SIGNED

AGREEMENT: I represent that the information in the application is true and accurate to the best of my knowledge and belief. I authorize the school named above to release final grade(s) and other data regarding my participation in the course(s) listed above to the Union Education Trust office (all information is confidential). I understand that Union Education Trust will pay for an approved course only once.

Signature: _____

Date: _____

MAIL OR FAX YOUR COMPLETED APPLICATION TO:

Union Education Trust
P.O. Box 3270
Westerville, OH 43086
Fax: 1-866-436-7983

Or Apply Online:
www.uedtrust.org

You must be an eligible state bargaining unit employee on the term start date in order for your voucher to be valid. The voucher will pay the instructional fee and instructional materials for the courses listed on the application form up to \$200 per course.