

How to Release an Approved Tuition Assistance Voucher



1. Log into your tuition assistance account on www.myuawford.com
2. Click on Employee Tuition Assistance Applications
3. On the Employee Tuition Assistance Applications page you will see a section that says Previous Applications. Locate your application there
4. Click on the **Activate Voucher** button associated with that application (see picture below)
5. Your voucher will electronically be sent to your school

Employee Tuition Assistance Applications

SUBMIT NEW APPLICATION

Submit a New Application for Industrial Readiness Certificate Program (IRCP) Submit a New Application for Credit Based Courses/ETAP Submit a New Application for Non-Credit Courses/PDA

PREVIOUS APPLICATIONS

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HENRY FORD COMMUNITY COLLEGE OFFICE OF THE CONTROLLER
5101 EVERGREEN DEARBORN, MI 48128

PDA APPLICATION ID: 385672
✔ Application Approved on 04/04/2016

Courses for 05/09/2016-08/30/2016 **Industrial Readiness Certificate**

IRCP-1: Shop Arithmetic
IRCP-2: Machine Tool Blueprint Reading

Requested (PDA): \$424.00 Approved: \$424.00

[View Application Summary](#) [Activate Voucher](#) [Apply for Book Reimbursement](#)

This provider is an electronic biller and will receive your voucher electronically when you click 'Activate Voucher'.

