



RE: INA Tuition Program

Dear INA Participant:

Please review the RC-23 Tuition Policy, maintain a copy for your records, and adhere to the policy for future tuition participation. The other items include the following: an INA Tuition Application, the INA Work Commitment Form, and the Education Plan all which must be completed and returned to the INA Tuition Coordinator prior to applying to the program.

The Work Commitment is referenced in the 2008-2012 agreement. Once you have filled out the form, you will need to return it to the INA Tuition Coordinator. (After it is approved, a completed copy will be sent to you for your records.) You will need to complete this form only once, and it will become part of your permanent INA Tuition Program file.

The Education Plan must include the classes you have taken previously, and those you plan to take in the future. (It is understandable you can only estimate what semesters you be taking future classes. However, estimate to the best of your ability.) Once this is completed, you will need to return it to the INA Tuition Coordinator and it will also become part of your permanent INA Tuition Program file. You will need to complete this form only once.

Once you have completed and returned all required forms, please continue to submit future requests following the procedure as outlined in the RC-23 Tuition Policy. Application must be sent to the INA Tuition Coordinator prior to the start of the semester/quarter. Failure to complete and return any required form in a timely manner may prevent participation in the Tuition Program.

Once the course(s) are completed, please forward a copy of your grades to the INA Tuition Coordinator. Grades must be submitted to the coordinator in order to receive approval for future courses.

All of the aforementioned documents can be found at www.state.il.us/cms. Click on *employee services*, click on *Labor Relations*, under the Personnel section. You can print the documents as needed at this site.

Thank you for your interest in the INA Tuition Program.

Sincerely,
Jennifer Weedman
INA Tuition Coordinator