

STARC

Course Registration Process

- Following the slides will help the LACs assist individuals through the STARC registration process
- Eligible GM-UAW Employees must complete the TAP section to obtain their voucher prior to registering with Penn Foster
- GM-UAW employees that are not TAP eligible as well as External candidates should proceed to the Penn Foster “Self-pay” section towards the end of the slide deck
- Note: Important reference information is provided at the end of the slide deck

STARC – Tuition Assistance (TAP) Application Process

For Eligible GM-UAW Employees

[Login | Bright Horizons®](#)

1) Access the “Bright Horizon” site

Username / Email

Username / Email

ⓘ Username is required

Password

Password

ⓘ Password is required.

Remember username / email

Log In

Forgot [username](#) or [password](#)?

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Not registered?

Join Today

2) Create or Login to your account

Home Benefits & Support Coaching & Resources History **NEW APPLICATION**

Good Morning, JEFFREY.



The First Step to Unlock Your Potential

Whether you're taking a single class or going back to school for a degree, an application is the first step to kick-start your learner journey. It only takes a few minutes to get started. So, what are you waiting for?

START A NEW APPLICATION

3) Select “New Application”



What type of learning is this application for?

Education Program *

Personal Development

4) Select "Personal Development" then "Next Question"

Next Question

Continue

Cancel



What is the professional area of focus?

Please Make a Selection *

STARC: Skilled Trade Apprenticeship Readiness Cert

Next Question

5) Select "STARC" then "Next Question"

Continue

Cancel



What Employer Program would you like to use?

Please Make a Selection*

6) Select "ATAP Voucher Personal Enhancement Courses" then "Continue"

- ATAP Voucher Job Related Courses (Ineligible)
- ATAP Voucher Personal Enhancement Courses
- ATAP Voucher Degree Program (Ineligible)

Continue

Cancel



Who is your Education Provider? *

Selected Education Provider *
None Selected

Address *
-

Student ID (Optional)
Unknown

Search For A Provider

7) Select "Search For A Provider" then "Continue"

Name (Optional)

Penn Foster College

Country (Optional)

United States

State (Optional)

Select

City (Optional)

Scranton

Accreditation (Optional)

Select

Search

Clear

8) Enter "Penn Foster" in the Name Field then select "Search"

Continue

Cancel

Continue

Cancel

Search Results

Name	Address	WEN	EEN
Penn Foster College	Attn: Financial Office, 925 Oak Street, Scranton, PA		Select

I can't find my provider

9) "Select" Penn Foster College at this Address. Note - Multiple Penn Foster locations may appear!

Continue

Cancel



Who is your Education Provider? *

Selected Education Provider *

Penn Foster College

Address *

Attn: Financial Office
925 Oak Street
Scranton, PA 18515

Student ID (Optional)

Unknown

Search For A Provider

10) Verify correct Penn Foster site then "Continue"

Continue

Cancel

Notification

****Next two slides are processes for Semester 1 and Semester 2. Be aware of what semester and dates you are registering for before proceeding****

Registration Process for Semester 1 (STARC 1 & 2)



Session Information

Session Start Date * 12/18/2023 Session End Date * 04/08/2024

Are you graduating or completing your education program with this session?
Please Make a Selection*
 Yes No

Expected Completion Date * 04/08/2024

11a) Enter Enrollment Date information. Note - must reference "Quarterly" Enrollment Date Sheet for the Semester 1 dates



Course & Expense Information

Add A Course & Related Expense

11b) Select "Add A Course & related Expense"

Add a Course & Related Expense

Course Name * Mathematics Shop Arithmetic Course Number * STARC 1

Amount * \$ 350.00 Credit Hours (Optional) 2.90 Instruction Type * Online

Add An Expense

Important Tax Information
In compliance with IRS regulations, the maximum of \$5,250 per calendar year per student per semester for the amount of tuition assistance per semester. From taxation up to a maximum of \$5,250 per calendar year per student per semester for the amount of tuition assistance per semester. From taxation up to a maximum of \$5,250 per calendar year per student per semester for the amount of tuition assistance per semester.

Add Course **Cancel**

11c) Enter "STARC 1" related information as seen above. Then Select "Add Course"

Course & Expense Information

COURSE	Amount	Credit Hours
Mathematics Shop Arithmetic (STARC 1)	\$350.00	2.9
Total: \$350.00		

Add A Course & Related Expense

11d) Verify STARC 1 information then select "Add a Course & Related Expenses"

Add a Course & Related Expense

Course Name * Drafting Machine Tool Blueprint Reading Course Number * STARC 2

Amount * \$ 350.00 Credit Hours (Optional) 2.90 Instruction Type * Online

Add An Expense

Important Tax Information
In compliance with IRS regulations, the maximum of \$5,250 per calendar year per student per semester for the amount of tuition assistance per semester. From taxation up to a maximum of \$5,250 per calendar year per student per semester for the amount of tuition assistance per semester. From taxation up to a maximum of \$5,250 per calendar year per student per semester for the amount of tuition assistance per semester.

Add Course **Cancel**

11e) Enter "STARC 2" related information as seen above. Then Select "Add Course"



Course & Expense Information

COURSE	Mathematics Shop Arithmetic (STARC 1)	Amount \$350.00	Credit Hours 2.9	Total: \$350.00
COURSE	Drafting Machine Tool Blueprint Reading (STARC 2)	Amount \$350.00	Credit Hours 2.9	Total: \$350.00

Add A Course & Related Expense



Do you have other Expenses?

Add An Expense

Continue **Cancel**

11f) Verify STARC 1 & 2 information then select "Continue"

Registration Process for Semester 2 (STARC 3 & 4)

Session Information

Session Start Date * Session End Date *

Are you graduating or completing your education program with this session?
Please Make a Selection*

Yes No

Expected Completion Date *

11a) Enter Enrollment Date information. Note - must reference "Quarterly" Enrollment Date Sheet for the Semester 1 dates

11b) Select "Add A Course & related Expense"

* = Required

Add a Course & Related Expense

Course Name * Course Number *

Amount * Credit Hours (Optional) Instruction Type *

Add An Expense

Important Tax Information
In compliance with IRS regulations, employer provided tuition assistance is limited to a maximum of \$5,250 per calendar year. Taxes will be withheld from the amount of tuition assistance paid in the calendar year.

Add Course

11c) Enter "STARC 3" related information as seen above. Then Select "Add Course"

Course & Expense Information

COURSE	Amount	Credit Hours
TRADE RELATED PREPARATION (STARC 3)	\$375.00	3.6
Total: \$375.00		

Add A Course & Related Expense

11d) Verify STARC 3 information then select "Add a Course & Related Expenses"

* = Required

Add a Course & Related Expense

Course Name * Course Number *

Amount * Credit Hours (Optional) Instruction Type *

Add An Expense

Important Tax Information
In compliance with IRS regulations, employer provided tuition assistance is limited to a maximum of \$5,250 per calendar year. Taxes will be withheld from the amount of tuition assistance paid in the calendar year.

Add Course

11e) Enter "STARC 4" related information as seen above. Then Select "Add Course"

Course & Expense Information

COURSE	TRADE RELATED PREPARATION (STARC 3)	Amount \$375.00	Credit Hours 3.6	<input type="button" value="Edit"/> <input type="button" value="Remove"/>	Total: \$375.00
COURSE	INTERMEDIATE ALGEBRA (STARC 4)	Amount \$375.00	Credit Hours 3.6	<input type="button" value="Edit"/> <input type="button" value="Remove"/>	Total: \$375.00

Add A Course & Related Expense

11f) Verify STARC 3 & 4 information then select "Continue"

Do you have other Expenses?

Add An Expense

Continue

* = Required



Did you receive any grants, scholarships, or discounts?

Please Make a Selection*

Yes No



Agreements

Participant Agreement

As an eligible UAW-represented General Motors employee, I apply for approval of the above course(s) under the UAW-GM Tuition Assistance Plan. I understand that: (1) The UAW-GM Tuition Assistance Plan Administrators reserve the right to approve, or discontinue participation/eligibility of an educational provider under the provisions of the Plan; (2) Tuition assistance will be subject to conditions contained in the Plan; (3) I am responsible for the payment of all non-approved costs and/or fees; (4) My employment status is not affected by such training; (5) The participation is voluntary, not considered hours of work or employment and is not subject to compensation.

In addition, I agree to provide whatever information required by the administrators of the UAW-GM Tuition Assistance Plan and that continuance in the Plan is subject to meeting its provisions, including satisfactory course completion requirements. I further authorize any educational institution that I attend to release to the UAW-GM Tuition Assistance Plan any requested information pertinent to this Plan regarding my status in said institution, including the release of a transcript or other information as outlined in the Plan.

I have read the above conditions of the Plan and agree to abide by them. Federal tax law may require General Motors to treat certain tuition assistance benefits as taxable income. As such, benefits under the Plan may be subject to withholding of Federal income tax, FICA, applicable state and local taxes, as well as Form W-2 reporting. Please consult your Tax Advisor.

I agree *

FERPA Agreement

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) ensures students of the right to privacy and confidentiality with respect to their educational records and limits access to the information contained in those records. Under FERPA, you have the right to deny authorization to release your educational records. However, in order to receive tuition assistance through Bright Horizons EdAssist Solutions, it is necessary for Bright Horizons to receive and share your educational records with your employer. By checking "I Agree" below, you agree as follows: Educational institutions, schools, agencies or individuals holding my educational records may release such records to Bright Horizons. Bright Horizons may release my educational records (whether received from educational institutions, schools, agencies, or individuals) to my employer. This consent shall remain in effect until I submit a written request to cancel the authorization. If you do not agree with the above terms, please understand that we will be unable to process your tuition assistance application, and your application will be cancelled.

I agree *

By providing my electronic signature (case sensitive), I acknowledge that the preceding information is accurate and complete to the best of my knowledge. I meet all of the requirements of the UAW-GM Tuition Assistance Plan and acknowledge and agree that UAW-GM reserves the right, in their sole discretion, to modify, amend, change, or terminate this plan at any time and for any reason without advance notice.

I also acknowledge and agree that improper or unauthorized usage of the program including, but not limited to, falsification of information or records may result in disciplinary action, up to and including discharge.

Your Name:

JEFFREY HANSON

Enter your name exactly as it appears above. *

JEFFREY HANSON

To accept agreement(s), you must type your name exactly as it appears above.

Continue

Cancel

12) Complete Legal Section and electronically sign name "Exactly" how it is shown. Then select "Continue"

13) Review Application Sections. Then select "Submit Application"

Application Review Section

- 1) Review Contact Information (Verify address and email is correct with Bright Horizons)
- 2) Program Review
- 3) Education Provider Review
- 4) Expense Review
- 5) Select – "Submit Application"



Tuition application # 11684621 was submitted.

Your application has been approved

Congratulations, your application has been approved and met initial eligibility requirements. Please note, approval of this initial application does not guarantee payment. Documentation must be submitted in accordance with your program guidelines.

Upon receiving a signed Letter of Credit (LOC) at course registration, the school will bill Bright Horizons directly for approved coursework and expenses. To complete the process, please access and print the Letter of Credit (LOC), then complete the LOC and send it to your education provider.

Return to Home Page

Log Out

14) Next Steps:

- a) The approved "un-signed" voucher will be sent to your email of record
- b) Print Voucher and then sign & date
- c) Scan and email "Signed" Voucher to your email
- d) Save "Signed" Voucher under Name & Voucher # in pdf format (Ex. - johnsmith_Tap Approval_11623473.pdf)
- e) This voucher will be required for upload when registering with Penn Foster

GM-UAW

Penn Foster Registration Section

*****Individuals who qualify for TAP voucher use the procedure in the following section*****

[GM-UAW | Penn Foster](#)

1) Access Penn Foster (GM-UAW) enrollment site



Enroll Now

Become Eligible for Apprenticeship
with GM-UAW

2) Select "Enroll Now"

Apply for the opportunity to become a GM-UAW apprentice!

Enroll Now



STEP 1 OF 3 : PROGRAM INFORMATION

3) Select "STARC Semester"

Choose which program your are interested in

STARC - Semester 1 (D2L)

Continue

4) Populate required fields highlighted below

STEP 2 OF 3 : VOUCHER INFORMATION

Select Plant Location *

GM-Romulus Powertrain

Select Enrollment Date *

Monday, December 18, 2023

Voucher Number *

11342198

Please sign your voucher, take a photo or scan the paper, and upload the file here (allowed .jpg, .png, .pdf) *

John Smith_Tap Voucher_11342198.pdf

5) Upload Saved "Signed/Dated" Tap Voucher

Choose File

I confirm that I have signed the voucher and the information entered on this page matches

Previous

Continue

7) Fill out Personal Information Section. Then select "Submit Registration"

6) Check "Confirm" then select "Continue"

Registration for that STARC Semester is now Complete

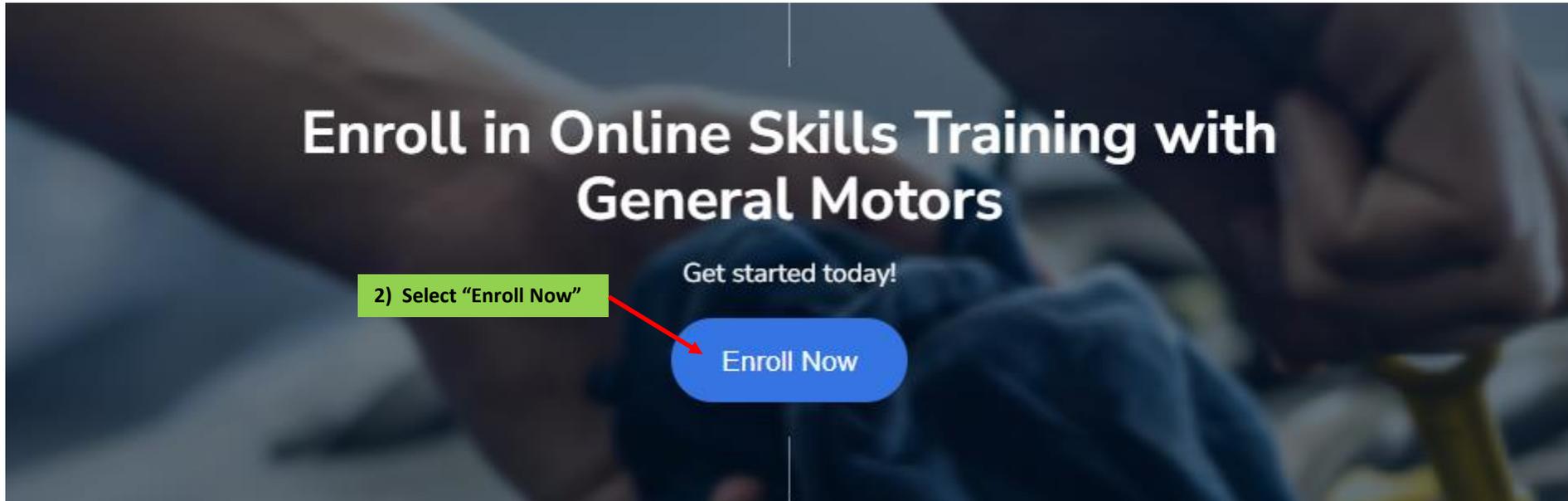
“Self-Pay”

Penn Foster Registration Section

Individuals who “Do Not” qualify for TAP voucher, or are repeating a course are “self paying” and must use the following section

[GM-UAW | Penn Foster](#)

1) Access Penn Foster (Self-Pay) enrollment site



2) Select “Enroll Now”

Get started today!

Enroll Now

- 1 PROGRAM DETAILS
- 2 PERSONAL DETAILS
- 3 PAYMENT OPTIONS
- 4 REVIEW ORDER

PROGRAM/ COURSE

Select Program/Course

Semester 1 (STARC 1 and STARC 2) D2L

Select Enrollment Date *

Monday, September 18, 2023

IMPORTANT: Your enrollment will be processed for the full price of the semester or course, and you will receive your enrollment confirmation and Student ID number. Please note that this means the credit card you entered will be charged for the full price of the semester or course, and you will receive your enrollment confirmation and Student ID number.

You'll have the chance to review your choices and your enrollment will be reviewed before any payment is collected.

CONTINUE

3) Select Semester 1 (STARC 1 and STARC 2) D2L

4) Select the enrollment date

5) Select Continue

ENTER YOUR PERSONAL DETAILS

CHOOSE YOUR PAYMENT OPTIONS

REVIEW YOUR ORDER

1

PROGRAM DETAILS

2

PERSONAL DETAILS

3

PAYMENT OPTIONS

4

REVIEW ORDER

ENTER YOUR PERSONAL DETAILS

Fields marked with an asterisk(*) are mandatory

First Name *

Jeff

Last Name *

Hanson

Email *

jeffrey.c.hanson@gm.com

Confirm Email *

jeffrey.c.hanson@gm.com

Phone Number (ex. 5705551234) *

7347163045

Phone Type *

 Mobile Others

Gender *

Male

Date of Birth *

06/12/1971

Address *

36880 Ecorse Rd.

Address 2(optional)

Address2

City *

Romulus

State/Province *

Michigan

Zip/Postal Code *

48174

Highest Level Of Education *

Bachelor's Degree

GM Identification Number (if applicable)

11122333

Ethnicity

White

Military Veteran Status *

Yes

By clicking continue, I understand that Penn Foster may call and/or text me about educational services at the phone number provided, including a wireless number, using automated technology. I understand that I am not required to provide this consent to attend Penn Foster. **If I choose to NOT provide this consent, I understand that I need to contact Penn Foster at 1-800-216-6664 to enroll in the program.**

You'll have the chance to review your choices and your enrollment will be reviewed

before your payment is collected.

PREVIOUS STEP

CONTINUE

6) Fill out Personal Information Section and then Select "Continue"

1 PROGRAM DETAILS

2 PERSONAL DETAILS

3 PAYMENT OPTIONS

4 REVIEW ORDER

CHOOSE YOUR PAYMENT OPTIONS

\$700 - PAY IN FULL



CREDIT / DEBIT CARD

7) "Complete" payment information

BILLING ADDRESS

Fields marked with an asterisk (*) are mandatory

Same as contact address

Note: Your name and address must match the billing name and address on your credit card statement

First Name *

Last Name *

Address *

Address 2 (optional)

Registration for that STARC Semester is now Complete

Reference Information

Current Semester Enrollment Dates

Semester 1	
Start Date	End Date
July 1, 2024	October 21, 2024
July 8, 2024	October 28, 2024
July 15, 2024	November 4, 2024
July 22, 2024	November 11, 2024
July 29, 2024	November 18, 2024
August 5, 2024	November 25, 2024
August 12, 2024	December 2, 2024
August 19, 2024	December 9, 2024
August 26, 2024	December 16, 2024
September 3, 2024	December 24, 2024
September 9, 2024	December 30, 2024
September 16, 2024	January 6, 2025
September 23, 2024	January 13, 2025
September 30, 2024	January 20, 2025

Semester 2	
Start Date	End Date
July 1, 2024	December 16, 2024
July 8, 2024	December 23, 2024
July 15, 2024	December 30, 2024
July 22, 2024	January 6, 2025
July 29, 2024	January 13, 2025
August 5, 2024	January 20, 2025
August 12, 2024	January 27, 2025
August 19, 2024	February 3, 2025
August 26, 2024	February 10, 2025
September 3, 2024	February 18, 2025
September 9, 2024	February 24, 2025
September 16, 2024	March 3, 2025
September 23, 2024	March 10, 2025
September 30, 2024	March 17, 2025

All STARC Courses are “Online”

Semester 1

- STARC 1 – Mathematics Shop Arithmetic \$350.00
- STARC 2 – Drafting Machine Tool Blueprint Reading \$350.00

Semester 2

- STARC 3 – Trade Related Preparation \$375.00
- STARC 4 – Intermediate Algebra \$375.00

Note – STARC 4 is the only course that allows for prior credits if approval is granted via “official” transcript submission.

STARC PROGRAM TRANSCRIPTS SUBMISSION PROCESS

- Official transcripts must be submitted by the “Colleges or Universities” to the National parties at:
apprentice.committee@gm.com
 - Attention: National Parties
- Applicants need to identify their home plant when submitting transcripts. We will notify Penn Foster and the appropriate local apprentice chairpersons weekly of transcript decisions. **Only Official transcripts will be considered for credit.**
- If an applicant is interested in continuing their education past the STARC certificate program and pursuing a degree with Penn Foster, those applicants will need to follow the official guidelines of Penn Foster for transfer credit.