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**

Log In

UAW-GM
Change my employer

Username / Email

[Username / Email]

ⓘ Username is required

Password

[Password]   👁

ⓘ Password is required.

☐ Remember username / email

2) Create or Login to your account

[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]

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 ▼

Next Question

Continue   Cancel

What is the professional area of focus?

Please Make a Selection *

STARC: Skilled Trade Apprenticeship Readiness Cert   ✕

Next Question

Continue   Cancel

What Employer Program would you like to use?

Please Make a Selection*

○ 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 *	Address *	Student ID (Optional)
None Selected	-	Unknown

Name (Optional)

Penn Foster College

Accreditation (Optional)

Select

Country (Optional)

United States 🔍

United States

State (Optional)

Select

City (Optional)

Scranton

Search   Clear

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

Search For A Provider

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 *	Address *	Student ID (Optional)
Penn Foster College	Attn: Financial Office 925 Oak Street Scranton, PA 18515	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

Course & Expense Information

[Add A Course & Related Expense]

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

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 regu... maximum of $5,250 per cal... amount of tuition assistan... ...om taxation up to a ...rocessing, your total ...amount.

[Add Course] [Cancel]

11c) Enter "STARC 1" 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
[Edit] [Remove]
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 regula... maximum of $5,250 per calend... amount of tuition assistance p... ...taxation up to a ...essing, your total ...ount.

[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
[Edit] [Remove]
Total: $350.00

COURSE — Drafting Machine Tool Blueprint Reading (STARC 2)
Amount: $350.00
Credit Hours: 2.9
[Edit] [Remove]
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 *
12/18/2023

Session End Date *
06/03/2024

Are you graduating or completing your education program with this session?

Please Make a Selection *

○ Yes   ● No

Expected Completion Date *
06/03/2024

Course & Expense Information

Add A Course & Related Expense

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 *
TRADE RELATED PREPARATION

Course Number *
STARC 3

Amount *
$ 375.00

Credit Hours (Optional)
3.60

Instruction Type *
Online

Add An Expense

Important Tax Information

In compliance with IRS regulations, e... maximum of $5,250 per calendar ye... amount of tuition assistance paid in t...

Add Course   **Cancel**

11c) Enter "STARC 3" 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
	Edit **Remove**	
		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 *
INTERMEDIATE ALGEBRA

Course Number *
STARC 4

Amount *
$ 375.00

Credit Hours (Optional)
3.60

Instruction Type *
Online

Add An Expense

Important Tax Information

In compliance with IRS regulations, employer pr... maximum of $5,250 per calendar year. Taxes w... amount of tuition assistance paid in the calend...

Add Course   **Cancel**

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
	Edit **Remove**	
COURSE	INTERMEDIATE ALGEBRA (STARC 4)	
	Amount $375.00	Credit Hours 3.6
	Edit **Remove**	
		Total: $375.00

Add A Course & Related Expense

Do you have other Expenses?

Add An Expense

Continue   **Cancel**

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

...ay 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

Choose File

5) Upload Saved "Signed/Dated" Tap Voucher

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

Previous   Continue

6) Check "Confirm" then select "Continue"

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

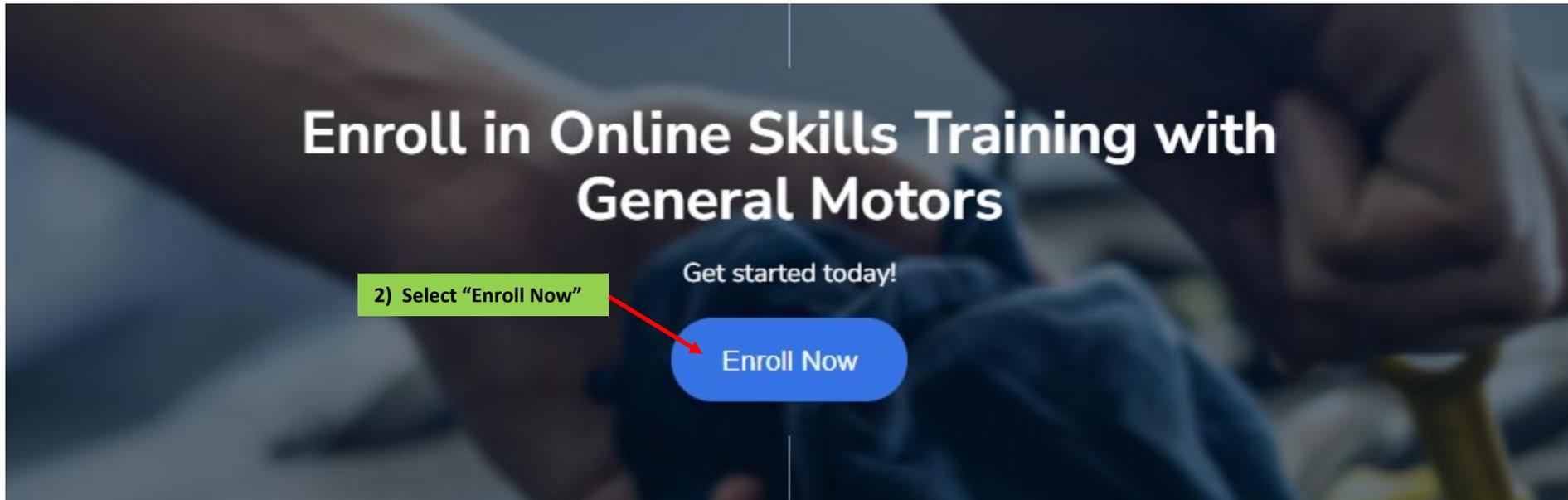Registration for that STARC Semester is now Complete

"Self-Pay"
Penn Foster Registration Section

GM-UAW | Penn Foster ⟵ 1) **Access Penn Foster (Self-Pay) enrollment site**

Enroll in Online Skills Training with General Motors

Get started today!

2) **Select "Enroll Now"**

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   ▼

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

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

4) Select the enrollment date

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

CONTINUE

5) Select Continue

ENTER YOUR PERSONAL DETAILS

CHOOSE YOUR PAYMENT OPTIONS

REVIEW YOUR ORDER

ENTER YOUR PERSONAL DETAILS

Fields marked with an asterisk(*) are manadatory

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)

111222333

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

PREVIOUS STEP   CONTINUE

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

PENN FOSTER

SECURE 🔒

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

CHOOSE YOUR PAYMENT OPTIONS

$700 - PAY IN FULL

CREDIT / DEBIT CARD

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 *

First Name

Last Name *

Last Name

Address *

Address 2 (optional)

7) "Complete" payment information

Registration for that STARC Semester is now Complete

Reference Information

Current Semester Enrollment Dates

2023 – STARC 4th Quarter Semester Start and End Dates

Semester 1		Semester 2	
Start Date	**End Date**	**Start Date**	**End Date**
September 18, 2023	January 8, 2024	September 18, 2023	March 4, 2024
September 25, 2023	January 15, 2024	September 25, 2023	March 11, 2024
October 2, 2023	January 22, 2024	October 2, 2023	March 18, 2024
October 9, 2023	January 29, 2024	October 9, 2023	March 25, 2024
October 16, 2023	February 5, 2024	October 16, 2023	April 1, 2024
October 23, 2023	February 12, 2024	October 23, 2023	April 8, 2024
October 30, 2023	February 19, 2024	October 30, 2023	April 15, 2024
November 6, 2023	February 26, 2024	November 6, 2023	April 22, 2024
November 13, 2023	March 4, 2024	November 13, 2023	April 29, 2024
November 20, 2023	March 11, 2024	November 20, 2023	May 6, 2024
November 27, 2023	March 18, 2024	November 27, 2023	May 13, 2024
December 4, 2023	March 25, 2024	December 4, 2023	May 20, 2024
December 11, 2023	April 1, 2024	December 11, 2023	May 27, 2024
December 18, 2023	April 8, 2024	December 18, 2023	June 3, 2024
December 26, 2023	April 16, 2024	December 26, 2023	June 11, 2024

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.