

How to sign up for a Tuition Assistance class 101

- Find a class you want to take
- Fill out an ICD Tuition Assistance application at www.icdupi.com **BEFORE** your class starts or you sign up for an online class (even if it has been approved in the past)
- Wait for approval – currently takes approx. 2 weeks (subject to change)
- Sign up for your class

This requires planning on your part by checking start dates and making sure you fill out your form in a timely manner.

LMC & DVC have a different set of guidelines as they are pre-approved vendors:

- Register for classes but don't pay (I will send an authorization to the cashier & they will bill us)
- Send your class schedule to Jessica at jcarpio@ussposco.com
- You will then receive a book form to take to the bookstore to get your books (bookstore will bill us)
- Pay for your parking pass if needed (ICD does not pay for parking passes)
- You need to do your part and drop classes according to the schools drop date schedule