

How voucher requests work:

Member submits funding request to Healthcare Training Fund
vouchers provided for pre-approved programs and schools



Healthcare Training Fund processes request and provides member with a voucher
vouchers sent within 5 business days of receiving all supporting documentation



Member signs voucher and **delivers** it to school

For your funding request, submit the following documents, ensuring that the items listed underneath are included:

1

Class Schedule

- ☐ School Name, Term, and Year
- ☐ Member Name
- ☐ Student ID # (SID)
- ☐ List of Classes

2

Unofficial Transcript

- ☐ School Name, Term, and Year
- ☐ Member Name/SID
- ☐ Courses/Grades

3

Proof of Books/Supplies Cost

- ☐ School Name, Term, and Year
- ☐ List of Books/Supplies
- ☐ Proof of Cost
- ☐ Must be required, recommended or optional (according to course requirements)

4

Proof of Tuition Cost

- ☐ School Name, Term, and Year
- ☐ Member Name
- ☐ Proof of Account Balance (itemized breakdown of fees)

First Time Funders will be asked to provide a **program guide** in addition to the items listed above. **First Time Funders** also **do not need to supply** an unofficial transcript. For **ctcLink schools**, we will also require an **Advisement Report**.

[ctcLink Walkthrough](#) | [ctcLink Help by College](#)

Need support in the process? The Healthcare Training Fund is here to support you every step of the way. If you need help at any point in this process, please contact your Navigator or our main office at (425) 255-0315 or members@healthcaretrainingfund.org.

Sample Voucher Documents

1. Class Schedule

Member Name/SID
Term
School

[Print](#)

NURS 202 Level V

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	7.00	Graded		Professional Technical	

Class	Start/End Dates	Days and Times	Room
LEC - Section 1A - Class Nbr 28736	09/26/2022 - 12/16/2022	Days: Thursday Friday Times: 12:00PM to 4:00PM	Blgd 29 om 104-Intra Classroom

NURS 212 Practicum V

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	5.00	Credit/No Credit		Professional Technical	

Class	Start/End Dates	Days and Times	Room
LAB - Section 1A - Class Nbr 28777	09/26/2022 - 12/16/2022	Days: Monday Tuesday Times: To be Announced	Blgd 26 Room 212-Lab
CLN - Section 1CLN - Class Nbr 28825	09/26/2022 - 12/16/2022	Days: To be Announced Times: To be Announced	Arranged

UNIVERSITY of WASHINGTON

Registration - Autumn 2022

Prepared for Member Name/SID
Prepared on: October 8, 2022 at 8:38 a.m.
Major: Nursing (Tacoma Campus)

There is a \$20.00 fee to change your schedule (including course adds, drops, change of grading option, and change of credits). One \$20 fee may result in a tuition forfeiture charge.

Your current schedule:

Drop from schedule	Drop Code	STN	Course	Type	Credits	Grading Option	Title	Days	Time	Location	Instructor
☐		2309	T NURS 407 A	LC	3.0	☒ standard ☐ S/NIS	DIVERSITY HLTH INFO		100- 330	CP 106	Lewis, Carmen D
☐		2213	T NURS 430 A	LC	3.0	☒ standard ☐ S/NIS	INTERPERSONAL COMM		630- 900P	CP 106	Hulligan, Anne
Total Credits: 6.0											

[Display Visual Schedule](#) [Display Textbooks](#)

Requirements



School name,
term, year



Member
name



Student ID
(SID)



List of
classes

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Sample Voucher Documents

2. Unofficial Transcript

SEATTLE CENTRAL COLLEGE

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Unofficial Transcript - Academic Career

Name: _____
Student ID: _____

Term GPA	3.300	Term Totals	Attempted 12.000	Earned 12.000	GPA Units 6.000	Points 19.800
SPRING 2021 (04/05/2021 - 06/18/2021)						
Course	Description	Attempted	Earned	Grade	Points	
NURS 103	Med-Surg Nursing II	3.000	3.000	2.3	6.900	
NURS 113	Skills Lab II	1.000	1.000	S	0.000	
NURS 123	Nursing Practice II	4.000	4.000	S	0.000	
PHIL 132	Ethics & Policy Healthcare II	2.000	2.000	4.0	8.000	
PSYC 132	Psychosocial Issues Hltcare I	2.000	2.000	4.0	8.000	
Term GPA	3.271	Term Totals	12.000	12.000	7.000	22.900
FALL 2021 (09/27/2021 - 12/16/2021)						
Course	Description	Attempted	Earned	Grade	Points	
NURS 204	Med-Surgical Nursing III	5.000	5.000	2.6	13.000	
NURS 214	Nursing Practice III	3.000	3.000	S	0.000	
NURS 224	Pediatric Nursing	3.000	3.000	2.6	7.800	
NURS 234	Pediatric Practice	1.000	1.000	S	0.000	
Term GPA	2.600	Term Totals	12.000	12.000	8.000	20.800
WINTER 2022 (01/04/2022 - 03/23/2022)						
Course	Description	Attempted	Earned	Grade	Points	
NURS 205	Med-Surgical Nursing IV					
NURS 215	Maternal Nursing					
NURS 225	Maternal Practice					
PHIL 230	Ethics & Policy Healthcare III					
PSYC 231	Psychosocial Issues Hltcare II					
Undergraduate Totals						
Cum GPA	3.100	Cum Totals	46.000	46.000	26.000	80.700

End of Unofficial Transcript - Academic Career

REMINDER

1. **Unofficial transcripts are not required for First Time Funders.**
2. For this document, **you only need to provide unofficial transcripts.** These should be FREE and easy to access through your school's online portal. Official transcripts are not necessary for the tuition assistance application.

Requirements



School name,
term, year



Member
name/SID



Courses/Grades

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Sample Voucher Documents

3. Proof of Books/Supplies Cost

UNIVERSITY of WASHINGTON

Home > Student Guide

Textbooks - Autumn Quarter

Information on course materials is collected by and provided courtesy of University Book Store (UBS) and is subject to change regularly and without notice.

Compare Prices and Shop UBS

LN	Course	Title	Author	Regular Price		Notes
				New	Used	
309	No textbook requirement has been received for this course. Please check with your instructor.					
313	T.NURS 430A	Interplay (15E 20)	Adler	109.99	82.50	required

Information on course materials is collected by and provided courtesy of University Book Store (UBS) and is subject to change regularly and without notice.

Compare Prices and Shop UBS

Information on course textbooks is collected by and provided courtesy of University Book Store and is subject to change regularly and without notice. Course books may not appear for University Book Store what books have been selected, or there has been a short delay in posting selected books to the web site. Questions about course books for courses should be directed to University Book Store course book price comparison resource is offered as a customer service. University Book Store is not responsible for any customer service, return, or refund. University Book Store is a corporate trust established by UW students in 1900 to serve and benefit the students, faculty, and staff of the University of Washington.

University Book Store

Office of the Registrar
registrar@uw.edu
October 3, 2022

REMINDER

1. School and Term **must** be listed on the list of books/supplies.
2. List of books/supplies **with prices** must be listed to receive a voucher.
3. We highly recommend getting this information from your school's bookstore.

Requirements

- | | | | |
|---|--|---|--|
| ☒ School name, term, year | ☒ List of books/supplies | ☒ Proof of cost | ☒ Must be required, recommended or optional (according to course requirements) |
|---|--|---|--|

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Sample Voucher Documents

4. Proof of Tuition Cost

Charges Due

What I Owe

Summary By Due Date | Detail Of Charges Due

Due Date	Description	Term	Business Unit	Charge Date	Charge Amount	Amount Due
09/18/2022	Resident Operating	FALL 2022	Highline College	05/19/2022	1,033.94	1,033.94
09/18/2022	Resident Building	FALL 2022	Highline College	05/19/2022	138.52	138.52
09/18/2022	Resident S & A	FALL 2022	Highline College	05/19/2022	136.72	136.72
09/18/2022	ASHC Building Fee	FALL 2022	Highline College	05/19/2022	25.00	25.00
09/18/2022	Transportation Safety Fee	FALL 2022	Highline College	05/19/2022	20.00	20.00
09/18/2022	Allied Health Liability Insur	FALL 2022	Highline College	05/19/2022	3.00	3.00
09/18/2022	Allied Health Simulation	FALL 2022	Highline College	05/19/2022	36.00	36.00
09/18/2022	Nursing Lab	FALL 2022	Highline College	05/19/2022	25.00	25.00
09/18/2022	Nursing Mat. Course	FALL 2022	Highline College	05/19/2022	30.00	30.00
09/18/2022	Nurs Consortium.Crs	FALL 2022	Highline College	05/19/2022	110.00	110.00
Total Charges Due						1,558.18

Currency used is US Dollar

Member maxing out 2022 TA benefits.

REMINDER

1. For vouchers, a screenshot like the one above without the member's name is sufficient.
2. School and Term **must** be listed on the proof of tuition.
3. **Balance must be present** to receive a voucher.

Requirements



School name,
term, year



Member name



Proof of account
balance

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Sample Voucher Documents

Advisement Report (Required only for ctcLink Schools)

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Advisement Report

For 'Member Name' prepared on 06/06/2022

Requested by 'Member Name'

<u>Program</u>	<u>Requirement Term</u>	<u>Requirement Status</u>
Undergraduate Career	FALL 2022	Satisfied
Professional Technical Program	FALL 2022	Satisfied
Registered Nurse AAS-T Major	FALL 2022	Satisfied

Course History

<u>Term</u>	<u>Subject</u>	<u>Catalog Nbr</u>	<u>Title</u>	<u>Grade</u>	<u>Units</u>	<u>Type</u>
2022 FALL	CHEM&	121	Intro to Chemistry		5.00	IP

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Advisement Report

For 'Member Name' prepared on 09/23/2021

Requested by 'Member Name'

<u>Program</u>	<u>Requirement Term</u>	<u>Requirement Status</u>
Undergraduate Career	FALL 2021	Satisfied
Professional Technical Program	FALL 2021	Satisfied
Associate in Nursing Major	FALL 2021	Satisfied

Course History

<u>Term</u>	<u>Subject</u>	<u>Catalog Nbr</u>	<u>Title</u>	<u>Grade</u>	<u>Units</u>	<u>Type</u>
2021 FALL	BIOL&	160	General Cell Biology		5.00	IP
2021 FALL	CHEM&	121	Intro to Inorganic Chemistry		5.00	IP

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