

MICHIGAN DEPARTMENT OF TRANSPORTATION ON-THE-JOB TRAINING (OJT) PROGRAM TRUCKING TUITION VOUCHER

As a Trainee in the Michigan Department of Transportation's (MDOT) On-the-Job Training (OJT) Program, you are eligible to receive assistance for tuition and eligible fees for a trucking license (CDL) from a Michigan Works approved trucking school. Visit www.Mitalent.org/mitc to find a Michigan Works approved trucking school near you.

Please present this Trucking Tuition Voucher to your school's financial aid/cashier's office when registering for the course. A school official must complete the remainder of the form and return it to MDOT's Office of Business Development (OBD) along with the documentation listed below. MDOT reserves the right to cancel voucher reimbursements at any time.

NOTE: It is the responsibility of the Trainee to ensure that the trucking school accepts Trucking Tuition Vouchers from MDOT. Failure to verify this may result in the Trainee being solely responsible for the cost of the training course.

Voucher payments are dependent upon On-the-Job Training (OJT) funds available. That amount may change prior to this voucher being returned.

TRAINEE SECTION

TRAINEE NAME	PHONE NO.	SOCIAL SECURITY NO. (Last 4)
EMPLOYER / CONTRACTOR	TRAINING PROGRAM	
I understand the guidelines of the program and that I am responsible for any ineligible tuition and/or fees. I understand that I may be responsible for any portion of the tuition and/or fees accrued should I drop out or fail the course. I authorize the school to release course, grade, and/or financial information to MDOT.		
TRAINEE SIGNATURE (<i>e-signature acceptable</i>)	DATE	

TRUCKING SCHOOL SECTION

The above named student has been approved to receive assistance for obtaining their trucking (CDL) license. This Tuition Voucher does not include late fees, admission tests, activity fees, meals, lodging, parking or other fees not associated with enrollment. If the school or course name is altered in any way, this tuition voucher will become void.

The school must use this Tuition Voucher for payment. Payment will be issued in two installments, with half of payment made to the school at the start of the course and the remainder of payment made to the school at completion of the course.

INSTRUCTIONS:

Installment 1: This Tuition Voucher must be signed by the student and the school, an itemized tuition billing statement attached and submitted within 30 days of the course start date. Failure to do so will result in an incomplete application and non-payment.

Installment 2: This Tuition Voucher must be signed by the student and the school, confirmation of the student's successful course completion attached and submitted within 30 days of course completion. Failure to do so will result in an incomplete application and non-payment.

Return completed voucher and an itemized tuition billing statement to:

E-Mail: MDOT-OJT-Trainees@Michigan.gov

Fax: 517-335-0945

Mail: MDOT – OJT Program
PO Box 30050
Lansing MI 48909

For Questions or Help completing this form, please call us at: **1-866-323-1264**

SCHOOL NAME & ADDRESS			
SCHOOL CONTACT PERSON		PHONE NO.	
E-MAIL	COURSE START DATE	COURSE END DATE	TOTAL TUITION COST \$
SCHOOL OFFICIAL SIGNATURE (<i>e-signature acceptable</i>)		DATE	

THIS SECTION FOR MDOT USE ONLY

INSTALLMENT 1 APPROVED AMOUNT \$	MDOT AUTHORIZED SIGNATURE & DATE	MDOT REVIEWER SIGNATURE & DATE	SIGMA PAYMENT DOC #
INSTALLMENT 2 APPROVED AMOUNT \$	MDOT AUTHORIZED SIGNATURE & DATE	MDOT REVIEWER SIGNATURE & DATE	SIGMA PAYMENT DOC #