

VZ TAP APPLICATION FOLLOW-UP INSTRUCTIONS

Per CAEL requirements, you will have to check on your VZ TAP application status on your own. Approximately 7-10 days after you have sent your application, please do one of the following:

Call 1-866-994-3470, tell the rep. your name and let the rep know that you are checking on the VZ TAP application that you submitted. You will then be told if there was a problem with your application (usually missing information) or when you can expect to receive the LETTER OF CREDIT (LOC) in the mail or on-line. When you receive your LOC, sign it and take it to your instructor when you go to class.

OR

Go online to www.tamsonline.org/vztap - using your Social Security number you can enter the database and actually look for your LETTER OF CREDIT (LOC). If there, and you have the ability to print, you can print your LOC, sign it and take it to your instructor when you go to class. If it is not there, please call the # listed above and talk to a rep about any possible problems with your application.

Continue to check on the status of your application – If the first day of class arrives -----

GO TO CLASS EVEN IF YOU HAVE NOT YET RECEIVED YOUR LOC –

Due to the closeness of the form submittal date and the class start dates – more than likely you will not have your LOC for the first class session. At the beginning of class, during the first few class sessions, students without an LOC will be permitted to go online and check their LOC status. Please continue to check on your LOC status on your own between class sessions – when the LOC is available, sign it and give it to your Instructor during the next class. There will only be a limited amount of time devoted to LOC retrieval in class, so please remember -

THE FOLLOW-UP AND RECEIPT OF A LETTER OF CREDIT (LOC) IS THE RESPONSIBILITY OF THE STUDENT!

VZ TAP APPLICATION COMPLETION GUIDE IS ON THE REVERSE SIDE OF THIS FORM