

# Further your education and grow your career!

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Cook Group and Ivy Tech have partnered to offer ten tracks of classes and certificates that lead to Associate's degrees in fields related to our work at Cook. With federal or state financial aid and Cook Tuition Assistance, there is no cost to you.



# General Information

## Available degree programs

- Accounting
- Biotechnology
- Business Administration
- Cyber Security/Information Assurance
- Engineering Technology
- Hospitality Administration
- Information Technology Support
- Network Infrastructure
- Software Development
- Supply Chain Management

Refer to the handouts for details about each degree program. You will start with a group of classes that will earn you a specialized certificate, then move on to classes that fulfill your degree program. Classes are available at Ivy Tech in Bloomington and online. Hospitality/Culinary classes will also be available at the Orange County Learning Center, convenient to the French Lick Resorts.

## Financial aid

You will apply for federal and state financial aid through the FAFSA (Free Application for Federal Student Aid). An Ivy Tech financial aid counselor can help you with the application. You will not need to apply for student loans. If you maintain a "C" or better grade in each class, your tuition, fees, and textbook costs that were not covered by federal or state financial aid will be deferred until the end of the semester, and then Cook Tuition Assistance will pay the bill. This way, there is no out-of-pocket cost to you. Cook provides tuition assistance up to \$5,250 each calendar year.

## Support

The Cook Human Resources team and Ivy Tech advisors will assist you throughout the enrollment process and financial aid application. Academic advisors are available at Ivy Tech throughout your degree program. Ivy Tech will have tutoring available if you want help with your classes.

## Eligibility

Achieve Your Degree is available to all Cook employees in Indiana.

## E-reader

We will provide each student enrolled in the Achieve Your Degree program an e-reader for accessing digital materials. When you successfully earn your first certificate, the e-reader will be yours to keep.





# Frequently Asked Questions (FAQs)

## Who can I contact for more information?

First reach out to your Cook Human Resources (HR) team. At Ivy Tech, Jessica Duncan can help you. Call her at 812.330.6349 or email [jduncan71@ivytech.edu](mailto:jduncan71@ivytech.edu).

## Which Ivy Tech locations offer the classes?

Classes are available at Ivy Tech in Bloomington close to Cook headquarters and online. Hospitality/Culinary classes will also be available at the Orange County Learning Center, convenient to the French Lick Resorts.

## What if I am already taking classes at Ivy Tech?

You can still participate in Achieve Your Degree. Your academic advisor at Ivy Tech can help you enroll in your chosen degree program from Achieve Your Degree and help you plan your class schedule.

## What if I already have an Associate's or Bachelor's degree in a different subject?

You can still participate in Achieve Your Degree to improve your knowledge and earn a degree in the programs offered. These degree programs all relate to our work at Cook and can help you do your current job better or help you move into another role at Cook that interests you.

## How long will it take for me to earn an Associate's degree?

There are a lot of variables. It depends whether you have prior college experience, which degree you are pursuing, and how many classes you take each semester. Most people who are working full time can earn their degree in 10 semesters.

## What if I don't pass a class?

Remember that tutoring support is available to help you be successful in your classes. You need to earn a "C" or better grade in each class in order for Cook to cover the tuition. If you earn a "D" or "F" in a course, Cook will not pay for it, and you will be directly billed for that course.

## How will an Associate's degree benefit my career at Cook?

Having an Associate's degree can open you to new opportunities at Cook. Your added education could help you become more qualified for open positions at Cook that you were not qualified for before. Talk to your Cook HR team and an academic advisor at Ivy Tech to determine which degree program might be best suited to your skills and your goals for your future.

## What does Cook expect from me if I earn an Associate's degree through Achieve Your Degree and receive Cook Tuition Assistance?

No matter where you are in your Cook pathway, we want you to have opportunities to grow your career and enjoy the benefits that lifelong learning can bring. Investing in education for our employees is a win-win for everyone, including the company, employees and their families, communities, and even future generations.

## What if I want to take classes at other schools?

Achieve Your Degree is a program specifically offered through Ivy Tech. Cook Tuition Assistance is available for classes at other schools. Talk to your Cook HR team to learn more about the options for tuition assistance.

# Next Steps to Achieve Your Degree

Throughout the enrollment process, the Cook HR team and Ivy Tech advisors will assist you. Here are the steps you will take to enroll:

- ☐ **Read the information handouts about the Achieve Your Degree program and the ten degrees offered.**
- ☐ **Attend an information session about your chosen degree program at Cook headquarters.**
- ☐ **Contact the Cook HR team to apply for Cook Tuition Assistance.**
- ☐ **Cook HR will provide Ivy Tech Admissions with your information:**
  - Name
  - Address
  - Birthdate
  - Ivy Tech ID (if you have taken or are taking classes at Ivy Tech)
- ☐ **Meet with an admissions counselor from Ivy Tech to apply for admission.**
  - If you have previous college credits or degrees, please provide transcripts to your Ivy Tech admissions advisor.
- ☐ **Meet with a financial aid counselor from Ivy Tech to apply for financial aid through the FAFSA (Free Application for Federal Student Aid). You do not need to apply for loans.**
- ☐ **Meet with an academic advisor at Ivy Tech to begin enrollment in classes.**
- ☐ **At the end of each semester, you will need to submit to Cook HR a copy of your official grade report from Ivy Tech.**

To learn more, contact your local Cook Human Resources team.



A Cook Group and Ivy Tech Community College  
Bloomington partnership