



Associated Steel Erectors Industry Promotional Fund
Tuition Reimbursement Program for Employees

What: A program sponsored by the ASE Industry Promotional Fund that provides 50% reimbursement for job-related educational classes to improve business skills and knowledge.

Who: Regular, full time management/administrative employees of companies that currently contribute to the ASE Industry Promotional Fund are eligible to participate. Employees must have completed at least one year of full-time employment before the course begins. The employer must have reported at least 1800 hours to the Promotional Fund in the prior year.

Amount of Reimbursement, Eligible employees will be reimbursed 50% of tuition costs (less any financial scholarships and grants) up to a maximum of \$5,000 in a fiscal year. The fiscal year runs from June 1 to May 31st. This program reimburses eligible employees only for tuition expenses. Books, supplies and fees are not covered under this program.

Acceptable Courses and Schools. Courses taken for college credit and non-credit classes are covered as well as courses at non-accredited institutions, provided they are widely recognized in their field. All reimbursement applications are subject to approval by the Promotional Fund Trustees. The following job-related courses and/or programs are examples of courses that are potentially eligible for reimbursement under this program:

- Undergraduate and Graduate School Classes
- Blueprint reading, Drafting, Auto CAD at community colleges
- Website design, communications skills
- Software training for programs like Excel, Quickbooks, Primavera, Viewpoint and Timberline

Procedures:

- Complete and submit Application for Pre-Approval at least 15 days before the course begins. Applicants will be advised promptly whether or not their requests have been approved.
- Complete the course and submit a Request for Payment along with proof of tuition payment and certification of satisfactory completion.

For forms and further information, please see our website or call the ASE office:

ASE Industry Promotional Fund
Website www.associatedsteelers.org • Phone 630.530.7560
Email: staff@asemail.org