



ASE Industry Promotional Fund
 3759 N Ravenswood Ave, #129 | Chicago, IL 60613
 Tel (773) 688-8847 | Fax (773) 529-1222 | Email info@associatedsteelerectors.org

**Submit within 60 days
 of completing course(s)**

ASE Safety Training Reimbursement Program REQUEST FOR PAYMENT

All applications must be submitted to the Industry Promotional Fund **within 60 days of completion class/program**. Approval is subject to the terms of the Associated Steel Erectors Safety Training Reimbursement Program.

We hereby apply for reimbursement of tuition expenses for the following Safety Training:

Title of course: _____

Course sponsor/presenter: _____

Date(s) of class: _____

Names of students completing the class (add * to indicate Local #1 employees):

Tuition Reimbursement

\$ _____ x Number of employees _____ *or* Flat amount of \$ _____

Total reimbursement \$ _____

Training Incentive

Number of class hours _____ x Number of Local #1 Ironworkers completing the class _____ x \$75 per hour _____

Total incentive \$ _____

Total payment requested \$ _____

Note: **A Pre-Approval Request form** must have been filed and approved by the Promotional Fund Trustees before the beginning of the course(s). Only cost of tuition is covered, not books, supplies or other out-of-pocket expenses. The Training Incentive is limited to a total of \$10,000 per employer per calendar year. The check will be payable to the employer.

Attachments. The following must be enclosed with this Request for Payment:

- 1) Proof of tuition payment (e.g., cancelled check, credit card receipt, student account statement from the institution)
- 2) Proof of satisfactory course completion such as a grade report or course completion certificate to show each employee has achieved a passing grade or course certificate.
- 3) Proof of number of class time hours.

Company: _____

By: _____ Title: _____

Mailing Address: _____

Work phone: _____ Email: _____

Submit this form and the required documentation by mail, email or fax, to:
ASE Industry Promotional Fund, 3759 N Ravenswood Ave, #129 | Chicago, IL 60613 | staff@asemail.org