



Associated Steel Erectors Industry Promotional Fund  
**Tuition Reimbursement Program for Employees**

**What:** The Tuition Reimbursement Program was developed and is sponsored by the ASE Industry Promotional Fund. It assists full-time staff members in maintaining or improving the skills they need to perform their jobs by providing 50% reimbursement for job-related educational classes.

**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 1,800 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 31. 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, AutoCAD at community colleges
- Website design, communications skills
- Software training for programs like Excel, QuickBooks, Primavera, Viewpoint and Timberline

**Procedures:**

- Complete and submit request for pre-approval at least 15 days before the course begins.
- Applicant will be advised promptly whether or not their request has 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**  
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