



ASE Industry Promotional Fund

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**Submit at least 15 days
before the course begins.**

ASE Tuition Reimbursement Program for Employees REQUEST FOR PRE-APPROVAL

Applications must be submitted to the Industry Promotional Fund **at least fifteen (15) days before** the start of the class/program. Approval is subject to the terms of the Associated Steel Erectors Tuition Reimbursement Program:

Personal Information:

Employee Name _____ Position _____

Company _____

Work Phone _____ Cell Phone _____

E-Mail _____

School Information

Course/Program _____

School or Institution _____

Dates: Class begins _____ Class ends _____

Type: Classroom _____ Online _____ Correspondence _____ Other _____

Tuition Cost \$ _____ Credit Hours _____ Non-credit Class _____

Other financial aid being received for this class \$ _____ (do not include loans)

Eligible employees will be reimbursed 50% of tuition costs (less financial aid), up to a maximum of \$5,000 in a fiscal year. The fiscal year runs from June 1 to May 31. The date the reimbursement is made will determine the employee's fiscal year from which the \$5,000 maximum reimbursement will be deducted. Recipients must remain continuously employed by the company until the course is completed and for at least one year thereafter.

_____ I certify that I meet the following requirements of the program:

- I am a regular full-time management/administrative employee of the above company.
- I have worked full-time for the above company for at least one year.
- Any financial aid I am receiving for this class is listed above.

Signature _____ Date _____

Supervisor's Name _____

Supervisor's Signature _____

A supervisor's signature is to ensure the employer is aware of the employee's educational plans. A supervisor's signature does not imply approval of the application for reimbursement.

Submit this form by mail, email or fax to the ASE Industry Promotional Fund (address above). Upon review of the reimbursement application, the Promotional Fund Trustees will notify the employee whether or not the application has been approved. All decisions of the Trustees are final.

Payment for the course will be mailed to the employee after successful completion of the course and submission of a Request for Payment Form and related documents.
