



ASE Industry Promotional Fund

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

**ASE Tuition Reimbursement Program for Employees
REQUEST FOR PAYMENT**

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

I hereby apply for reimbursement of tuition expenses for the following course (s):

School Name _____

Course _____

Date of class completion _____

Total tuition for Course (s): \$ _____

Less financial aid received: -\$ _____

Total paid by the student: \$ _____

Amount requested (50% of total paid by the student); \$ _____

Eligible employees will be reimbursed 50% of tuition paid (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.

A **Request for Pre-Approval** form must have been filed and approved by the Promotional Fund Trustees before the beginning of the course(s). Only the cost of tuition is covered. The cost of books, supplies and fees is not covered through this program.

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

1. Proof of tuition payment such as a cancelled check, credit card receipt or student account statement from the institution.
2. Proof of Satisfactory Course Completion such as a grade report or course completion certificate to show the employee has achieved a passing grade or course certificate.

I agree that I am obligated to reimburse the Promotional Fund if I should voluntarily leave my employer within one year of completion of the course.

Printed Name _____

Signature _____ Date _____

Phone _____ Cell Phone _____

Please send the reimbursement check to the following:

Name _____

Address _____

City/State/Zip _____

Submit this form and the required documentation by mail, email or fax to
the ASE Industry Promotional Fund (address above).