



Associated Steel Erectors Industry Promotional Fund
EDUCATIONAL REIMBURSEMENT PROGRAM

What: A new 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 also have completed at least one year of full-time employment before the course begins.

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:

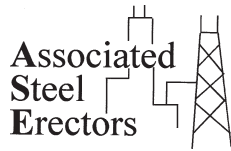
- Undergraduate and Graduate School Classes
- Blueprint reading, Drafting, Auto CAD at community colleges
- Website design, communications skills
- Software training for programs like Excel, Quickbooks, Primavera, Viewpoint and Timberline

Procedures:

- Complete and submit Application for Educational Reimbursement 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: info@asemail.org



Associated Steel Erectors Industry Promotional Fund
EDUCATIONAL REIMBURSEMENT PROGRAM

1. Introduction

This Educational Reimbursement Program was developed by the Associated Steel Erectors Industry Promotional Fund to assist full-time staff members maintain or improve the skills they need to perform their jobs.

The goal of the program is to reimburse eligible staff members for tuition expenses not covered by any other source of educational assistance. Costs related to books, supplies and fees are not covered under this program. The Promotional Fund Trustees are responsible for the administration, interpretation and application approval/disapproval process for this program.

2. Eligibility

To be eligible for the Educational Reimbursement Program an employee must:

- Be an active, regular, full-time benefit-eligible management/administrative employee of a company that currently contributes to the Promotional Fund.
- Have completed one year of full-time employment before the course begins and remain continuously in the employ of the same company at all times material until the course is completed and thereafter for at least one year.

3. Amount of Reimbursement

Eligible employees will be reimbursed by 50% of tuition costs, up to a maximum of \$5,000 in a fiscal year. The fiscal year runs from June 1 to May 31st. The date the reimbursement is made will determine the employee's fiscal year \$5,000 maximum from which the reimbursement will be deducted.

4. Allowable Reimbursement Costs

This program reimburses eligible employees only for tuition expenses. Books, supplies and fees are not covered under this program.

5. Other Educational Assistance Benefits

This program does not duplicate other educational assistance an employee may receive. On the application form an employee must report any veterans' education benefits, scholarship or other financial aid received for courses or degree programs to be considered under this program. Note: A loan which must be paid back by the employee is not considered financial aid.

Example

\$1,000 Tuition Costs
(500) Less other Financial Aid
\$ 500 Eligible for Tuition Reimbursement Program
(250) Tuition Covered by Reimbursement Program (50%)
\$ 250 Remaining Employee Obligation (50%)

6. Acceptable Courses and Schools

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:

- Courses taken for credit at accredited schools, colleges and universities
- Courses credited toward a high school diploma or equivalency certificate
- Correspondence, university extensions or continuing education courses
- Courses at certain non-accredited institutions provided they are widely recognized in their field
- Review courses and examinations for initial trade or professional licenses or certifications
- Job related degree programs (including approved, required and elective degree courses)

7. Approval Procedures

The Promotional Fund Trustees in their sole and absolute discretion are responsible for the administration of this program, the interpretation of the program's policies as well as the review and approval/disapproval of all applications. Employees are to use the following steps when applying for the tuition reimbursement benefit:

(a) Application. Applications may be obtained at the ASE website (www.associatedsteelers.org) or by calling the ASE office at 630-834-5415.

- Employee must complete the Tuition Reimbursement Application form
- A description of the course(s) to be taken and information detailing tuition charges must be attached to all applications. The most acceptable attachments are the appropriate pages from the institution's website, brochure or catalogue.
- The application must be signed by a supervisor as well as the employee. The signature is to ensure the supervisor is aware of the employee's educational plans. A supervisor's signature does not imply approval of the application for reimbursement.

(b) Submission. Applications can be mailed, faxed, or sent electronically, to:

ASE Industry Promotional Fund
119 E Van Buren Street
Elmhurst, IL 60126
Ph: 630-530-7560
Fax: 630-530-2756
E-Mail: info@asemail.org

(c) Approval. Upon review of the reimbursement application, the Promotional Fund Trustees will notify the employee whether or not the application is accepted or disapproved. All decisions of the Trustees are final.

8. Reimbursement Procedures

After completion of the course, the employee must submit a Request for Payment form and the following:

(a) Proof of tuition payment (e.g. cancelled check, credit card receipt, student account statement from the institution)

(b) 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.

(c) A completed Request for Payment Form and required attachments must be submitted to the Promotional Fund Trustees within sixty (60) days of satisfactorily completing a course in order to be reimbursed for approved tuition expenses. Send by mail, fax or electronically to:

ASE Industry Promotional Fund
119 E Van Buren Street
Elmhurst, IL 60126
Ph: 630-530-7560
Fax: 630-530-2756
E-Mail: info@asemail.org

A Request for Payment Form can be obtained by calling the ASE Office (630-530-7560) and on the ASE Website (www.associatedsteelers.org).

Approved 2/1/17



ASE Industry Promotional Fund
 119 E Van Buren St. •Elmhurst, IL 60126
 info@asemail.org
 Fax: 630-530-2756•Phone 630-834-5415

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

APPLICATION FOR TUITION REIMBURSEMENT

All 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:

A description of the course(s) to be taken and information detailing tuition charges must be attached to all applications. The most acceptable attachments are the appropriate pages from the institution’s website, brochure or catalogue.

Personal Information:

Employee Name _____
 Company _____
 Work Phone _____ Cell Phone _____
 E-Mail _____

School Information

Course _____
 School or Institution _____
 Dates: Class begins _____ Class ends _____
 Type: ___Classroom ___Online ___Correspondence
 Tuition Cost \$ _____ Credit Hours _____ Non-credit class _____
 Other financial aid being received for this class \$ _____ (do not include loans)

Eligible employees will be reimbursed by 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 31st. The date the reimbursement is made will determine the employee’s fiscal year \$5,000 maximum from which the reimbursement will be deducted. Recipients must remain continuously in the employ of 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

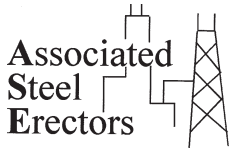
Signature of Applicant _____ Date _____

Supervisor Signature _____ Date _____

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

Submit this form and a description of the course(s) to be taken 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 after successful completion of the course and submission of a Request for Payment Form and related documents.



ASE Industry Promotional Fund
 119 E Van Buren St. •Elmhurst, IL 60126
 info@asemail.org
 Fax: 630-530-2756•Phone 630-834-5415

Submit within 60 days of completing course(s)

**ASE Promotional Fund Tuition Reimbursement Plan
 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 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 student \$ _____

Amount requested (50% of Total Paid by Student) \$ _____

Eligible employees will be reimbursed by 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 31st. The date the reimbursement is made will determine the employee’s fiscal year \$5,000 maximum from which the reimbursement will be deducted.

An **Application for Tuition Reimbursement**” 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 and fees.

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 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.

Signature _____ Date _____

Name _____ EMail _____

Mailing Address _____

Work Phone _____ Cell Phone _____

Submit this form and the required documentation by mail, email or fax, to
ASE Industry Promotional Fund , 119 E Van Buren St., Elmhurst, IL 60126 (info@asemail.org)