



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)**

**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: An “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 , 119 E Van Buren St., Elmhurst, IL 60126 (staff@asemail.org)