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 within 60 days of completing course(s)

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

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)