



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

**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 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.

A **Request for Advance Approval** 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 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 _____

Phone _____ Cell Phone _____

Please send check to the following:

Name _____

Mailing Address _____

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