



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 at least 15 days
before course begins**

**REQUEST FOR PRE-APPROVAL
ASE Tuition Reimbursement Program for Employees**

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:

Personal Information:

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

School Information

Course/Program _____
 School or Institution _____
 Dates: Class begins _____ Class ends _____
 Type: Classroom ___ Online ___ Correspondence ___ Other _____
 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 _____ Date _____

Supervisor Name _____ Signature _____

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

Submit this form 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 to the employee after successful completion of the course and submission of a Request for Payment Form and related documents.