



Tuition Refund Program
2009 Claim Form Alberta Apprentices Only

Student Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Student's Full Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Trade or Occupation Training: \_\_\_\_\_

Training Year Taken (first, second, third, etc.): \_\_\_\_\_

Date of Training: (mm/dd/yyyy) FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Returned to Work (mm/dd/yyyy) \_\_\_\_\_

Employer/Company: \_\_\_\_\_

Employer/Company Address: \_\_\_\_\_

Refund payable to: EMPLOYER [ ] EMPLOYEE [ ] Tuition amount \$ \_\_\_\_\_

Employer Rep. /Position: \_\_\_\_\_
(NAME) (POSITION)

Signature: \_\_\_\_\_

I have read and accepted the terms and conditions of the Tuition Refund Policy: Employer (initial) [ ]

Personal information contained in this application and related accompanying documentation is being collected, used and disclosed for the sole purpose of determining eligibility for, and administration of the Tuition Refund Program. I authorize my employer (or former employer) and Merit Contractors Association to obtain or disclose information relating to this application for reimbursement from employers, Mercon Benefit Services and/or educational institutions.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and accepted the terms and conditions of the Tuition Refund Policy: Employee (initial) [ ]

Please complete claim form in full, attach copies of required documentation, and mail, fax or deliver to:

Merit Contractors Association, 205 – 2725 – 12 Street NE Calgary, AB. T2E 7J2
403-291-4028 fax

Merit will not be responsible or refund claims lost in transit or mail. Please keep copies of the completed claim form and backup documents for your own records
Please allow six to eight weeks for processing



# ***2009 Tuition Refund Program Policy***

## **POLICY**

The Tuition Refund Program reimburses tuition fees for **field employees** of Merit Alberta member firms who successfully complete each year of technical apprenticeship training. For occupations where there is no trade training (e.g. equipment operators), the program will reimburse for training which furthers field occupational skills. Please contact Merit to discuss training programs outside of apprenticeship training.

The refund can be issued to individual member employees or, where employers have reimbursed or paid for the employee's tuition, directly to the Merit member company/employer.

## **ELIGIBILITY CRITERIA\***

To be eligible for a refund the employee **must**:

- be employed full time for a Merit Alberta member company immediately prior to attending classes;
- successfully complete the training program;
- return to work full-time for a Merit Alberta member firm and work a minimum of 160 hours (approximately one month); **and**,
- satisfy all conditions and submit a fully completed 2009 Tuition Refund Claim Form with all necessary documentation **within six months of termination date on your letter from the Alberta Apprenticeship Board**
- Effective January 1, 2007 only official Merit claim forms will be accepted. Forms are available at [www.meritalberta.com](http://www.meritalberta.com) or through the either Merit Alberta office.

**\* FAILURE TO MEET ALL CRITERIA WITHIN THE SPECIFIED TIME FRAME WILL RESULT IN THE CLAIM BEING REJECTED.**

## **NON-ELIGIBLE EXPENSES**

The program does NOT cover books, lockers, association fees, and journeyman upgrading courses or the cost of challenging an apprenticeship exam. Course fees for programs such as Merit's Supervisor Training Program or Construction Skills Training program are not covered.

## **TIME GUIDELINES**

An employee leaving a Merit Alberta member firm will be eligible for a tuition refund so long as the employee finds work with another Merit Alberta member firm and meets all other criteria within **six months of termination date on your letter from the Alberta Apprenticeship Board.**



### **REIMBURSEMENT LEVELS**

Reimbursement rates are \$88 per week for training for the August 2008 – July 2009 year.

Weekly tuition fee x number of technical training weeks = reimbursement  
Merit's Tuition Refund Program applies to each period of technical training.

### **REFUND PROCEDURE**

The completed Tuition Refund Claim Form, a copy of the letter and marks from Alberta Apprenticeship & Industry Training and a copy of the tuition receipt/proof of payment must be returned to Merit's Calgary office **within six months from termination date on your letter from the Alberta Apprenticeship Board** stating that you have passed the course or been awarded credit.

### **FAILURE TO MEET ALL CRITERIA WITHIN THE SPECIFIED TIME FRAME WILL RESULT IN REJECTION OF CLAIM.**

Mail or fax completed application and all documentation to:

Merit Contractors Association  
Attention: Tuition Refund Coordinator  
205 – 2725 –12 Street NE  
Calgary, AB T2E 7J2

For more information, please contact Merit's Calgary office at (403) 291-9247 Fax: (403) 291-4028, toll-free 1-877-637-2254 or email [tjarvis@meritalberta.com](mailto:tjarvis@meritalberta.com)

### **PROMOTION**

To advertise the Tuition Refund Program to member employees, Merit has posters and brochures available for distribution. We are happy to supply the above materials to member companies, upon request, and encourage you to distribute them to your employees to increase program awareness.

To obtain any of the above materials, please contact Merit's Calgary office.

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**Please allow six to eight weeks for processing**