



APPLICATION FOR TUITION REIMBURSEMENT

77 HUYSHOPE AVENUE • HARTFORD, CONNECTICUT 06106-7001 • (860) 251-6060 • TOLL FREE (866) 233-1199 • FAX (860) 549-1316

LATE APPLICATIONS WILL NOT BE ACCEPTED. DEADLINES FOR APPLICATION AND REIMBURSEMENT POLICIES:
SPRING SEMESTER - JAN. 15 • SUMMER SEMESTER - MAY 31 • FALL SEMESTER - AUG. 31 • WINTER SESSION - DEC. 15
a. For college programs, you must submit a new form for each semester before the deadline. Late applications will not be accepted. Submit your applications by the deadline even if you have not yet registered for your courses. Contact us after you register with the course information.
b. For “module” programs, short-term trainings, workshops or “online courses” an application must be received by the Fund office before the first day of the program. One form is sufficient for most “module” programs, but please call the Fund office if you are not sure about your program’s requirements.
c. You must submit all receipts and grades within 60 days after the end of the semester in order to receive reimbursement. If your program does not meet on a semester basis, you must submit receipts and grades within 60 days of the completion of each module. For short-term trainings, you must submit receipts and grades within 60 days of completion of the training.
d. REMINDER: In order to be eligible for tuition reimbursement, you must have averaged 8 hours per week in the 12 month period before your classes begin, and continue averaging eight hours per week while in school. The Fund office receives monthly payroll reports from all participating facilities in order to verify eligibility.

NAME (Last)	(First)	(Middle)	SOCIAL SECURITY #
HOME MAILING ADDRESS (No. and St.)		(City)	(Zip Code)
JOB TITLE	SHIFT	EMPLOYER	DATE OF HIRE
HOME PHONE	WORK PHONE	CELL PHONE	EMAIL
NAME OF EDUCATIONAL INSTITUTION		ADDRESS OF EDUCATIONAL INSTITUTION	
COURSE STARTING DATE (Month and Year)	COURSE FINISH DATE (Month and Year)	EXPECTED GRADUATION DATE (Month and Year)	

Course Information

COURSE TITLE AND NUMBER	NUMBER OF CREDITS
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
	TOTAL CREDITS
OBJECTIVE IN TAKING THIS COURSE OR CURRICULUM	DEGREE PURSUED

Cost

TUITION CHARGE PER CLASS	\$
TOTAL TUITION CHARGES	\$
TOTAL FEES	\$
	Total tuition and fees \$
TOTAL TEXTBOOK COSTS	\$
	Subtotal \$
	Less grants/scholarships \$
	Net cost \$

Applicant's Certification

I certify that I am familiar with the regulations for tuition reimbursement and will comply with them
WHEN I GRADUATE, OR COMPLETE MY PROGRAM, I AGREE TO ATTEND THE TRAINING FUND'S ANNUAL GRADUATION CEREMONY.

SIGNATURE OF APPLICANT	DATE
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For Fund Office Use Only

DATE APPROVED	DATE DENIED
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