



Service Fitters Industry Promotional Fund of New York
Application for Tuition Reimbursement

Note: The Employer Must Submit This Application To:

The Service Fitters Industry Promotional Fund
44 West 28th Street, 12th Floor
New York, NY 10001

Name of Applicant _____

Name and Address of Employer _____

Is the applicant a member of Metal Trades Branch Local 638? Yes No

If yes, what is the applicant's book number _____

If no, what is the applicant's position in the company? _____

Name and address of school, seminar or program the applicant attended

Course(s) Taken

Date(s)

Grade

Total cost of tuition _____

I approve this application and understand that reimbursement, if approved, will be made in accordance with the rules and regulations.

Signature of Employer

Service Fitters Industry Promotional Fund
Tuition Reimbursement Program

RULES AND REGULATIONS

I. Eligibility

- A. The student must be a full time salaried employee of a contributing contractor or a member of Metal Trades Branch Local 638 and employed by a contributing contractor to the Service Fitters Industry Promotional Fund of New York.
- B. The contractor shall have made contributions equal to at least twice the requested reimbursement amount.
- C. Company principals are not eligible.

II. Course of Study

- A. The course of study shall be limited to that which is clearly related to the Heating, Ventilation, Air Conditioning or Refrigeration field.
- B. Courses may be taken at any institution, trade school or through any special courses.

III. Reimbursement

- A. The amount reimbursed will be 50% for any given course, including travel, books and supplies, up to \$1,000 per person per year. The total amount to be reimbursed to a contractor in a year is limited to 50% of the contributions paid to the Promotional Fund by the contractor in the prior calendar year.
- B. The contractor must complete the reimbursement application form and provide proof that the course was paid for and satisfactorily completed.
- C. The Tuition Reimbursement Committee will decide if reimbursement will be made based on the information provided.
- D. The decisions of the Tuition Reimbursement Committee are final.