

Boilermakers Lodge 146

Training Course Reimbursement Policy

Guidelines for Members Applying for Course Reimbursement

Revised 01/05/15



The Boilermakers Lodge 146 Training Trust Fund offers reimbursement upon successful completion of many trade related courses. A list of approved courses is available at www.boilermakers.ca - "Members Only" section. If the course is approved, follow the steps outlined below to apply for pre-approval for reimbursement.

1. A **Pre-Authorization for Reimbursement Application** must be submitted to the Boilermaker Lodge 146 Welding Centre PRIOR to course start date.
2. Applicant must be a member in good standing with the Boilermakers Lodge 146 for a minimum of one year and must have worked through Lodge 146 in the last 12 months to qualify. The Boilermakers Lodge 146 Training Trust Fund must be receiving employer contributions on the applicant's behalf.
3. The course(s) MUST BE listed on the **Courses Approved for Reimbursement** list. (Available at www.boilermakers.ca - "Members Only" section.)
4. Refund amount and eligibility will be reviewed on a case by case basis. Refunds will be issued in full or in part as determined by the Education Training Trust Fund at time of pre-approval. Please allow 5 to 10 business days for review of the **Pre-Authorization for Reimbursement Application**. If a response is not received within 10 business days please contact Jody at (780) 451-5992 Ext. 266.
5. Refunds will only be issued upon receipt of the following:
 - a) Copy of tuition/course receipt from course provider.
 - b) Copy of certification or final marks. Applicant must successfully complete the course with a passing grade.
 - c) Any additional documentation as may be requested at time of pre-approval.
 - d) Copy of the Pre-Approval letter. The Pre-Approval letter is valid for 12 months. If the approved course is not completed within 12 months applicant must re-apply.
6. ABSA Initial Pressure exam fee reimbursements DO NOT require pre-approval; however, a copy of the original ABSA receipt and a copy of ABSA Initial Pressure ticket must be submitted to jhawke@boilermakers.ca within 6 months from the ABSA exam date. Only members who obtain an ABSA Initial Pressure ticket will be reimbursed. (Maximum \$242.00)

Should you have any questions please contact Jody at (780) 451-5992 Ext. 266.

Pre-Authorization for Reimbursement Member Application

Please complete the following information and submit prior to course start date.
Should you have questions please contact Jody at (780) 451-5992 Ext. 266.



Date Submitted:
Name:
Contact Number:
Email Address:
Course Name:
Course Provider:
Course Start Date:
Course Fee / Cost:
FOR OFFICE USE ONLY
Refund Approved: Reason Rejected:
Last Dispatched:
Completion Deadline:
Conditions:
Max Amount:

MAIL:
BOILERMAKERS LODGE 146
WELDING CENTRE
15116-114 AVENUE
EDMONTON, AB T5M 2Z2

FAX: (780) 702-1724
EMAIL: jhawke@boilermakers.ca
CONTACT: (780) 451-5992 EXT. 266