

# FIELD TUITION REIMBURSEMENT – RED SEAL



The Red Seal tuition reimbursement initiative was launched in September 2007 for *field members in good in good standing*. Payment will be made only on training or challenges completed after September 2007.

## **During Apprenticeship:**

*Welding Apprentices* can submit their receipt with the Reimbursement Application to receive their initial tuition installment for the first half of their tuition.

*Boilermaker Apprentices* are not required to fill out a Tuition Application form and will be reimbursed their first half of tuition during technical training.

*Apprentices* who withdraw from school without authorization from the Agency will be required to pay the initial installment back. Reimbursements will only be issued once per level of training. No reimbursements will be paid on failed/missed classes or exams or on challenge exams not approved by the Agency. There will be no initial half payment on challenges.

## **Upon completion:**

*Apprentices and second tickets:* If the Apprenticeship is completed within **48 months from time contract is submitted to AIT**, to the completion date, the other half of the tuitions or challenges will be paid once the appropriate Agency department receives the Tuition Reimbursement Application and a copy of the Red Seal credential.

## **Qualification Exams:**

Individuals who successfully complete and receive a Qualification Certificate and who are members in good standing will receive 100% reimbursement. In order to receive the reimbursement, a copy of the credential, copies of the exam receipts and a Reimbursement Application are to be submitted to the appropriate Agency department.

**\*All Reimbursements must be claimed within one (1) year of certificate issue date.**

### Member Information (please print)

Name: \_\_\_\_\_

Street Address : \_\_\_\_\_ Phone: \_\_\_\_\_

City, Province and Code: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_ Alberta Apprentice ID#: \_\_\_\_\_

Trade: Boilermaker  or Welder

Alberta Journeyman Ticket: \_\_\_\_\_

**\*\*NOTE\*\*** to be considered the form must be complete, signed and dated by the member

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The following information is for office use only:

Date Contract was Submitted to AIT: \_\_\_\_\_

PROGRESS					
Apprenticeship					
Period	Classification	Challenge	Full Tuition Cost	Initial Installment	Final Reimbursement
___ 1	BM <input type="checkbox"/> or W <input type="checkbox"/>	Yes <input type="checkbox"/> or No <input type="checkbox"/>	\$	\$	\$
___ 2	BM <input type="checkbox"/> or W <input type="checkbox"/>	Yes <input type="checkbox"/> or No <input type="checkbox"/>	\$	\$	\$
___ 3	BM <input type="checkbox"/> or W <input type="checkbox"/>	Yes <input type="checkbox"/> or No <input type="checkbox"/>	\$	\$	\$
___ 4	BM <input type="checkbox"/> or W <input type="checkbox"/>	Yes <input type="checkbox"/> or No <input type="checkbox"/>	\$	\$	\$
<b>Qualification</b>	BM <input type="checkbox"/> or W <input type="checkbox"/>	Yes <input type="checkbox"/>	Theory \$	Practical \$	\$
(receipt attached) <input type="checkbox"/>					\$
					<b>Grand Total</b>

DATA ENTRY
Entered on the system (LaborPower) — Yes <input type="checkbox"/> or No <input type="checkbox"/>

**Apprenticeship** Completion within **48 Months**

**Qualification** Completion within **12 Months**

Authorized By: \_\_\_\_\_