



Field Tuition Reimbursement

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

Apprentices – 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 ½ 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 ½ payment on challenges

Upon completion of the Apprenticeship, if the Apprentice completed training within **48 months** from time of signing to the date of the Final exam the other half of the tuition will be paid once the Agency receives the Tuition Reimbursement application and a copy of the journeyman credential.

2nd Ticket apprenticeships – upon the successful completion of the 2nd ticket within 48 months the dual ticket journeyman will receive reimbursements for the successful challenge exams and any tuition paid. In order to receive the reimbursement, a copy of the new credential and a reimbursement application will need to be submitted to the appropriate Agency department.

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.

- Apprenticeship completion within 48 months
- Qualification completion within 12 months

Member Information		please print
Name	_____	
Street Address	_____	Phone: _____
City Province and Code	_____	
Social Insurance Number	_____	Alberta Apprentice ID# _____
Trade	Boilermaker <input type="checkbox"/> or Welder <input type="checkbox"/>	
Alberta Journeyman Ticket	Number _____	
Inter Provincial Red Seal	Number _____	
Original contract sign date	_____	

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

Member's signature: _____ Date: _____

Authorized by: _____

The following information is for office use only:

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"/>	Yes <input type="checkbox"/> or No <input type="checkbox"/>	\$	\$	\$
Qualification	BM <input type="checkbox"/> or W <input type="checkbox"/>	Yes <input type="checkbox"/>	Theory \$	Practical \$	\$
(receipt attached) <input type="checkbox"/>					\$
					Grand Total

Data Entry

Entered on the system 400 – Yes or No