



EDUCATION FUND POLICY

DATE: Revised July 2009

Eligible Applicants:

Eligible applicants for the TRP will be field employees on the Hour Bank Plan only. Tuition refunds will not be offered to employees on the Office Supervisory Plan.

Eligible applicants must be employed by a Merit member **at the time of registration** in the course. They must also **return to work with a Merit member** at the conclusion of the training. If the employee changes his employment to another Merit Contractors member, then the new member employer must submit the tuition refund and reimburse the employee.

Applicants must be residents of Saskatchewan.

Eligible Training:

Eligible training includes apprenticeship training, and other specific trade-related training such as red seal training, or additional tickets required for the job.

Ineligible training includes general skill training such as supervisor or management skills courses, general safety training, or general job skill training. Books, locker fees, association fees, travel, permits, replacement cards, etc. are NOT considered eligible expenses.

Course eligibility will be at the discretion of the Education Fund Committee.

Tuition will be paid only once per course/level. If the course/level must be redone, tuition will be the responsibility of the employee.

Training is not required to take place in Saskatchewan. However, if it takes place outside of Saskatchewan yearly limits established for refunds will still apply regardless of additional expenses incurred by the employee.

Reimbursement Limits:

For 2009, the maximum total refund per employee is \$450.00.

The refund limitation will be reviewed on an annual basis by the Education Fund Committee.

Refund Procedure:

Applicants must apply to the TRP for tuition reimbursement within three (3) months after completion of the training. Completed application forms, which are available on the web site,

must then be mailed to the Merit office at #102 – 70 – 17th Street West, Prince Albert, SK, S6V 3X3 or faxed to 306-764-4390.

The application form must be accompanied by a receipt for payment of tuition.

If the course is not apprenticeship training, a course outline or description must also be submitted with the application for reimbursement.

Refunds will not be issued until the training has been completed and the employee has returned to work for the Merit member.

The refund will be made payable to the Merit member employer, not the employee.