

TUITION SUPPORT POLICY

Effective August 1, 2011

Pursuant to the Agreement and Declaration of Trust of the Non-Destructive Evaluation Joint Training Fund, including but not limited to, Article VII(c), and to further the purpose of said Trust as set forth in Article III of said Trust, the Board of Trustees hereby adopts the following policy to determine, establish, implement, maintain, and administer training opportunities and programs for employees in the field of non-destructive testing.

Pursuant to said Trust, including but not limited to, Article VII(c), the Board of Trustees shall from time to time delegate authority to (an) individual(s) to administer said policy subject to the oversight, approval and guidance of said Trustees.

1. No applicant will be reimbursed for training and testing which has not been **PRE-APPROVED** by the Trustees or their designee.
2. To be eligible for reimbursement, an applicant must be actively employed by a signatory employer in a position covered by an applicable QCCUS collective bargaining agreement and must have ninety (90) days cumulative active employment with one or more signatory employer(s), in a position covered by a QCCUS collective bargaining agreement.
3. Applicants will be eligible for a maximum of \$500.00 reimbursement for each successfully completed course and each successfully completed test related to positions covered under the applicable QCCUS collective bargaining agreement. There shall be no reimbursement for travel expenses.
4. Successful completion of a course or test must be demonstrated by a passing grade in the course or test, or a statement of satisfactory completion of the course or test by the instructor of the course or administrator of the test. If an applicant drops or fails a course or test due to an accident on the job with a signatory employer, or unforeseen work conflict with the employee's work schedule with a signatory employer, the Trustees or their designee may, at their or its sole discretion, reimburse said employee.
5. The training or testing group administering the training or test must comply, at a minimum, with ASNT or similar standard, such as API, AWS, NACE, or QCCUS Written Practices, in order for an applicant to receive reimbursement.
6. No applicant shall receive reimbursement for tuition from this Fund if the applicant has, or will, receive any other form of payment or credit for said tuition, unless said amount of tuition exceeds said payment or credit, and only up to the excess or \$500.00, whichever is lesser.
7. The applicant must show satisfactory evidence of payment and successful completion of the course or test, within the sole discretion of the Trustees or their designee.
8. The applicant is responsible for insuring that the application and all supporting documents are received by the QCCUS Training Fund Tuition Support Committee.
9. Checks will only be made payable to the approved applicant.
10. This policy supersedes all previous guidelines.

A copy of this policy may be obtained by writing or calling the QCCUS Training Fund Tuition Support Committee, 753 State Avenue, Suite 570, Kansas City, Kansas 66101, (913) 371-2640 ext. 164 (phone), and (913) 281-8104 (fax), tracy.buck@boilermakers.org.

**QCCUS TRAINING FUND
PRE-APPROVAL APPLICATION FOR TUITION SUPPORT**

Name _____ Phone No. _____

Email _____

Address _____

City/State _____ Zip _____

Classification _____

Have you been employed by a QCCUS signatory employer for ninety (90) days or more? _____

If yes, please provide the participating employer name and dates of employment:

Name of participating employer _____ From _____ To _____

Name of participating employer _____ From _____ To _____

Training Provider _____

| <u>Course/Test Title(s)</u> | <u>Course No.</u> | <u>Units</u> | <u>Start Date</u> |
|-----------------------------|-------------------|--------------|-------------------|
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PROJECTED COURSE/TEST COST: \$ _____

Applicant's Signature *Date*

- The applicant is responsible for ensuring that the application and all supporting documents are received by the QCCUS Training Fund Tuition Support Committee office.
- The maximum reimbursement amount approved by the Board of Trustees, per course or test, is \$500.
- Travel costs are not reimbursable.
- Pre-approval required.
- Return application to QCCUS Tuition Support Committee, 753 State Avenue, Suite 570, Kansas City, KS 66101 – 913/281-8104 fax – tracy.buck@boilermakers.org

TUITION SUPPORT COMMITTEE ACTION:

Request Approved _____ Request Denied _____

Total Amount Approved \$ _____

APPROVED: _____ DATE: _____