

# TUITION SUPPORT POLICY

*Effective February 1, 2017*

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.

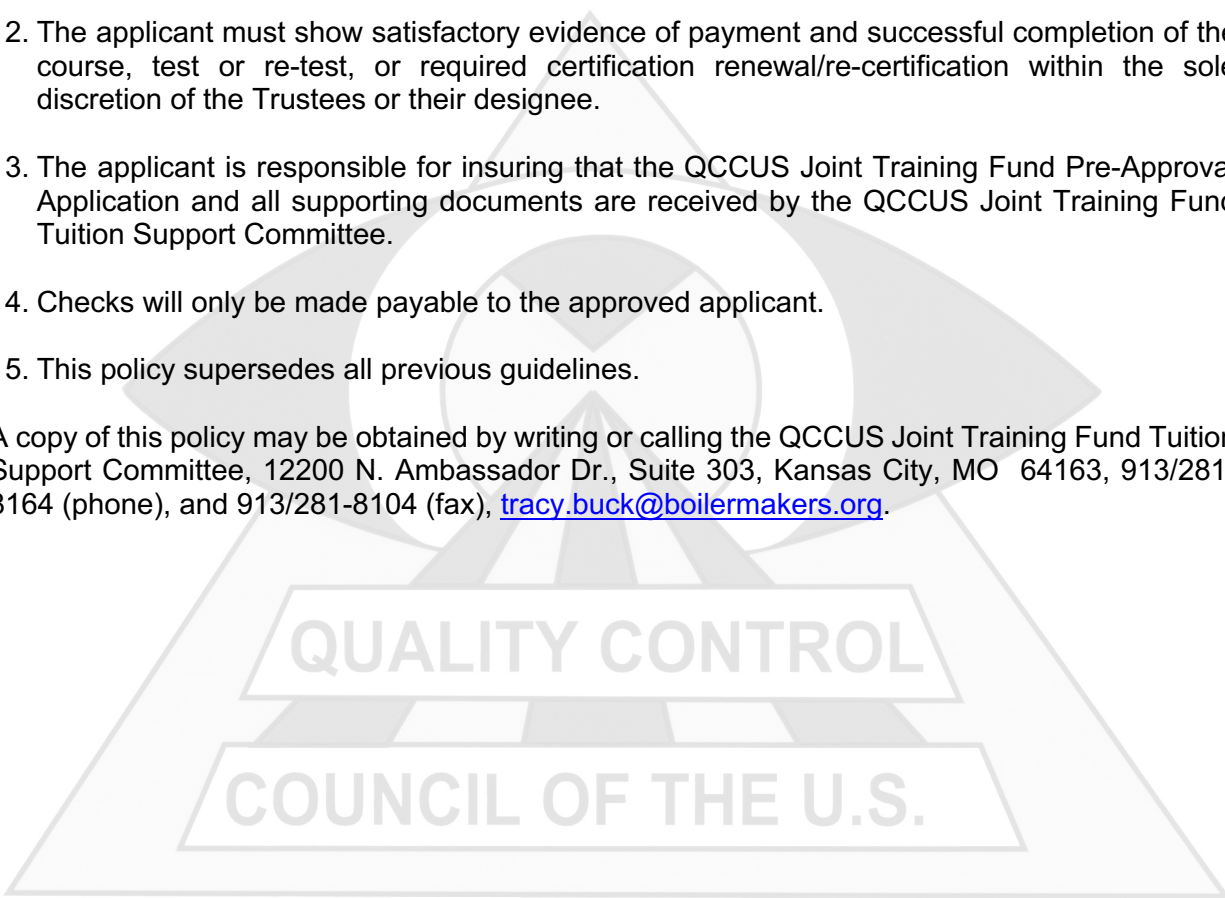
Pursuant to said Trust, including but not limited to, Article VII(c), the Board of Trustees shall from time to time delegate authority to (an) individual(s) to administer said policy subject to the oversight, approval and guidance of said Trustees.

1. No applicant will be reimbursed for training, testing, re-testing, or required certification renewal/re-certification which has not been **PRE-APPROVED** by the Trustees or their designee.
2. The Pre-Approval Application must be completed, submitted, and approved prior to any course, test, re-test or required certification renewal/re-certification to be considered for reimbursement. In the event of a re-test, an updated Pre-Approval Application should be submitted prior to the re-test date. In lieu of submitting an updated Pre-Approval Application for the re-test, the applicant is responsible for advising the Tuition Support Committee of the date of the re-test, via email or fax, prior to the re-test.
3. 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.
4. Applicants will be eligible for a maximum of \$800.00 in tuition reimbursement for each successfully completed course and each successfully completed test or successfully completed re-test.
5. Applicants will be eligible for a maximum of \$800.00 in tuition reimbursement for each successfully completed required certification renewal/re-certification that does not include a course or test. A certification renewal or re-certification is required if the certification will lapse or expire without the renewal or re-certification.
6. To be eligible for reimbursement, the course, test, re-test, or required certification renewal/re-certification must be related to positions covered under the applicable QCCUS collective bargaining agreement.
7. There shall be no reimbursement for travel expenses.
8. Successful completion of a course, test or re-test, must be demonstrated by a passing grade in the course, test or re-test, or a statement of satisfactory completion of the course, test or re-test by the instructor of the course or administrator of the test. Successful completion of a required certification renewal/re-certification must be demonstrated by proof of the certification renewal or the re-certification.

*Revised February 2017*

9. The training or testing group administering the course, test or re-test, required certification renewal/re-certification 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.
10. If an applicant drops a course, or test or re-test, due to an accident on the job with a signatory employer, or unforeseen work conflict with the applicant's work schedule with a signatory employer, the Trustees or their designee may, at their or its sole discretion, reimburse said applicant.
11. 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 \$800.00, whichever is lesser.
12. The applicant must show satisfactory evidence of payment and successful completion of the course, test or re-test, or required certification renewal/re-certification within the sole discretion of the Trustees or their designee.
13. The applicant is responsible for insuring that the QCCUS Joint Training Fund Pre-Approval Application and all supporting documents are received by the QCCUS Joint Training Fund Tuition Support Committee.
14. Checks will only be made payable to the approved applicant.
15. This policy supersedes all previous guidelines.

A copy of this policy may be obtained by writing or calling the QCCUS Joint Training Fund Tuition Support Committee, 12200 N. Ambassador Dr., Suite 303, Kansas City, MO 64163, 913/281-8164 (phone), and 913/281-8104 (fax), [tracy.buck@boilermakers.org](mailto:tracy.buck@boilermakers.org).



## QCCUS JOINT 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 \_\_\_\_\_

\*Please indicate under "Start Date" if this is an online course, test, etc.

<u>Title</u>	<u>Course No.</u>	<u>Units</u>	<u>Start Date*</u>	<u>Cost</u>

PROJECTED TOTAL COST: \$ \_\_\_\_\_

\_\_\_\_\_  
*Applicant's Signature* *Date*

- The applicant is responsible for ensuring that the application and all supporting documents are received by the QCCUS Joint Training Fund Tuition Support Committee office.
- The maximum reimbursement amount approved by the Board of Trustees, per course, test, re-test, or required certification renewal/re-certification is \$800.
- Travel costs are not reimbursable.
- Pre-approval required.
- Return application to QCCUS Joint Tuition Support Committee, 12200 N. Ambassador Dr., Suite 303, Kansas City, MO 64163 – 913/281-8104 fax – [tracy.buck@boilermakers.org](mailto:tracy.buck@boilermakers.org)

### TUITION SUPPORT COMMITTEE ACTION:

Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_

Total Amount Approved \$ \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_