



## Iron League of Chicago EDUCATIONAL REIMBURSEMENT PROGRAM

- WHAT:** The ILOC Educational Reimbursement Program is a new program sponsored by the Architectural Iron Workers Industry Advancement Fund that provides up to 50% reimbursement for job-related educational classes to improve business skills and knowledge.
- WHO:** Regular, full-time managerial and/or administrative employees of companies that currently contribute to the A.I.I. Advancement Fund are eligible to participate. Employees must also have completed at least one year of full-time employment before the course begins and shall be continually employed by the same company until the completion of the coursework.
- AMOUNT:** Eligible companies can be reimbursed up to 50% of tuition costs (less any financial scholarship or grants) up to a maximum of \$5,000.00 in a fiscal year. The fiscal year runs from December 1 to November 30. This program reimburses eligible companies only for their employee's tuition expenses. Books, supplies and fees are not covered under this program.
- ACCEPTABLE COURSES AND SCHOOLS:** Courses taken for college credit and non-credit classes are covered as well as courses at non-accredited institutions, provided they are widely recognized in their field. All reimbursement applications are subject to approval by the ILOC Board of Directors, whose approval of applications are within their sole and absolute discretion. The following job-related courses and/or programs are examples of courses that are potentially eligible for reimbursement under this program:
- ♦ Undergraduate and Graduate School Classes
  - ♦ Blueprint Reading, Drafting and Auto CAD Classes
  - ♦ Website Design and Communications Classes
  - ♦ Software Training Classes (Excel, QuickBooks, etc.)
  - ♦ OSHA Classes
  - ♦ IMPACT Classes
  - ♦ CSC Classes

**TO APPLY:**

Complete and submit the Application for Educational Reimbursement at least 15 business days before the course begins. Applicants will be advised within 10 business days whether or not their request has been approved.

After the student has successfully completed the course, submit a Request for Reimbursement along with proof of tuition payment and certificate of satisfactory completion.

**If you have any questions, please contact the ILOC Office.**

**773-442-8330**

**[office@ironleagueofchicago.org](mailto:office@ironleagueofchicago.org)**



## Iron League of Chicago EDUCATIONAL REIMBURSEMENT PROGRAM APPLICATION

All applications must be submitted to the Iron League of Chicago at least fifteen (15) business days before the start of the class/program. Approval is subject to the terms of the Iron League of Chicago Educational Reimbursement Program.

**A description of the course or program to be taken and information detailing all fees must be attached to this application.** The most acceptable attachments are the appropriate pages from the institution's website, brochure or catalogue.

### *Personal and Company Information*

Employee Name \_\_\_\_\_  
Employee Title \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Contact \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

### *School and Course Information*

School Name \_\_\_\_\_  
Course Name \_\_\_\_\_  
Dates \_\_\_\_\_  
Tuition/Program Cost \_\_\_\_\_  
Other Aid Received: \_\_\_\_\_

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