

Tuition Refund Program Alberta Apprentices Only

The Tuition Refund Program reimburses tuition fees for field employees of Merit Alberta member companies, for each successful period of technical apprenticeship training. The refund can be issued to individual member employees or directly to the Merit member company if they paid for the tuition.

Tuition Refund Program is available to:

The refund can be issued to individual member employees or, where employers have reimbursed or paid for the employee's tuition, directly to the Merit member company/employer.

Eligibility Criteria:

- The Tuition Refund Program reimburses tuition fees for field employees (members of hour bank plan) of Merit Alberta member companies.
- Applicants must successfully complete the apprenticeship training period at a publicly-funded training facility (NAIT, SAIT, Red Deer College, etc.).
- Applicants must return to work full-time for a Merit Alberta member firm and work a minimum of 150 hours (approximately one month).

Guidelines:

Within six months from the date on the employee's letter from the Alberta Apprenticeship Board stating he/she has completed apprenticeship training, submit the following:

- Complete Tuition Refund Claim Form
- A copy of the Alberta Apprenticeship Board Letter
- Marks from Alberta Apprenticeship & Industry Training

Failure to meet all criteria within the specified time frame will result in the claim being rejected.

- Employees who begin training immediately upon hire will be reimbursed after completion of the training period and once they have worked a minimum of 300 hours (approximately two months).
- Employees who choose to work through school training will be reimbursed, if required hours have been achieved upon completion of the course
- An employee leaving a Merit Alberta member company will be eligible for a tuition refund if he/she finds work with another Merit Alberta member company and meet all other criteria within six months of course completion.
- Membership firms that pay for an employee may also be reimbursed.



Merit's Tuition Refund Program does not cover:

- Books
- Lockers
- Association fees
- Journeyman upgrading courses
- The cost of challenging an apprenticeship exam
- Fees for programs such as Merit's Supervisor Training Program or Construction Skills Training program

Reimbursement Levels:

- Reimbursement rates are adjusted yearly.
- Weekly tuition fee is multiplied by number of technical training weeks to equal the amount of Merit's Tuition Refund.
- Program applies to each period of technical training.
- Merit's Tuition Refund must be included in your annual tax return as taxable income.

Mail completed application and all documentation to:

Merit Contractors Association

Attention: Tuition Refund Coordinator 103 – 13025 St. Albert Trail

Edmonton, AB T5L 4H5

Or email to: tuition@meritalberta.com

Or fax to: 780-455-2109

Merit will not be responsible, or refund claims lost in transit or mail.

Please keep copies of the completed claim form and backup documents for your own records.

Please allow six to eight weeks for processing.



Frequently Asked Questions

1: Do I have to wait until I have worked 150 hours before sending the claim form and supporting documents?

No, you can send the form and documents in before. We will track the hours your company reports for your benefits.

2: I haven't received my letter or marks from the Alberta Apprenticeship and Industry Training what can I do?

A digital copy should be available to you on your MyTradesecrets Profile on the Alberta Advanced Education website <http://tradesecrets.alberta.ca/MyTradesecrets/access-your-mytradesecrets-profile/> Once you are on the site, click on Applications, then click on Details, then open the PDF labeled Apprentice Past Technical Training. This will show you the letter and marks required.

3: Is there a time limit to send in the claim form?

Yes. We must receive the claim form, supporting documents and you must have worked 150 hours with a Merit Alberta company within 6 months of the completion date on your letter from the Alberta Apprenticeship Board.

4: I have banked hours from before I attended school. Will these count for the 150 hours?

No, we require that you work with a Merit member after completing and passing your course.

5: Can I email my claim and documents?

Yes, you can email your documents to tuition@meritalberta.com.

6: I emailed my application in four weeks ago. Why haven't I received a cheque yet?

Our process takes approximately six to eight weeks to complete. We process the refunds in the order they are received. We also need to verify the correct paperwork is attached and all hours are worked.

7: I work in Saskatchewan. Your website form says for Merit Alberta. Can I still receive a tuition refund?

No, not from Merit Contractors Association Alberta. You need to contact the Merit Association in the province where your employer is a member.

