

# Merit Pays for School

**Your tuition is reimbursed when you successfully complete your apprenticeship training.**

Merit is committed to supporting the next generation of skilled trades workers. The Tuition Refund Program reimburses tuition fees for field employees (members of Hour Bank Plan) of Merit Alberta member companies, for each successful period of technical apprenticeship training.

The refund can be issued to individual member employees or to member companies.

## Criteria and rules:

- Successful completion of the apprenticeship training period at a publicly funded facility.
- Return to work full-time for a Merit Alberta member company and work a minimum of 150 hours (approximately one month).
- 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 they start working for another Merit Alberta member company and meet all other criteria within six months of course completion.



## Frequently Asked Questions:



- Q. Can I still receive a tuition refund from Merit Alberta if I'm not working in Alberta?
- A. *No, not from Merit Contractors Association Alberta. You need to contact Merit in the province where your employer is a member.*
- Q. Will the 150 hours I have banked from before I attended school count?
- A. *No, we require you to work with a Merit member after completing your training.*
- Q. Do I have to wait until I have worked 150 hours before sending the claim form and supporting documents?
- A. *No, you can send the form and documents in before. We'll track the hours your company reports for your benefits.*
- Q. Can I email my claim and documents?
- A. *Yes, you can email your documents to [tuition@meritalberta.com](mailto:tuition@meritalberta.com).*
- Q. I don't understand the process, is there someone I can speak with?
- A. *Yes, you can reach Merit's tuition refund coordinator at [tuition@meritalberta.com](mailto:tuition@meritalberta.com).*

## Merit is Well Constructed

We value Alberta's youth and what they will contribute to our province. In the past 15 years, Merit has provided almost \$30 million in tuition refunds and scholarships.



Annually spent on the Tuition Refund Program for apprentices.



Scholarships for eligible Merit member dependents.



Award available to every Alberta high school's top Grade 12 construction student.



### Send your claim form to:

Tuition Refund Coordinator  
Merit Contractors Association  
103, 13025 St Albert Trail NW  
Edmonton AB T5L 4H5

For more information visit:  
[www.meritalberta.com](http://www.meritalberta.com) or  
email: [tuition@meritalberta.com](mailto:tuition@meritalberta.com)

Phone: 780.455.5999 or 1.888.816.9991  
Fax: 780.455.2109



## Merit Tuition Refund Program

