



# Tuition Refund Program

## 2019 Claim Form - Alberta Apprentices Only

Employee Name: \_\_\_\_\_  
Social Insurance Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_  
Student's Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Employer Name: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Trade or Occupation Training: \_\_\_\_\_ Period (circle one): 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>  
Date of Training (mm/dd/yyyy): From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Returned to Work: \_\_\_\_/\_\_\_\_/\_\_\_\_

The Merit Tuition Refund is to be paid to the (check one):  Employer or  Employee

Personal information contained in this application and related accompanying documentation is being collected, used and disclosed for the sole purpose of determining eligibility for, and administration of the Tuition Refund Program. I authorize my employer (or former employer) and Merit Contractors Association to obtain or disclose information relating to this application for reimbursement from employers, Mercon Benefit Services and/or educational institutions.

I have read and accepted the terms and conditions of the Tuition Refund Policy:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Employer Representative Name: \_\_\_\_\_ Representative Position: \_\_\_\_\_  
Representative Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

This refund must be included in your annual tax return as taxable income. If your application is approved and paid by December 31, 2019. A T4A statement of other income earned in the 2019 fiscal year will be mailed to you no later than February 28, 2020.

**Within six months** from the date on the employee's letter from the Alberta Apprenticeship Board stating he/she has passed the apprenticeship training; this **Completed Form** must be submitted along with a **Copy of the Alberta Apprenticeship Board Letter and Marks Transcript**. Submit via email: [tuition@meritalberta.com](mailto:tuition@meritalberta.com) or submit via fax: **780-455-2109** or submit via mail to:

Merit Contractors Association  
103-13025 St. Albert Trail  
Edmonton, Alberta T5L 4H5

Keep copies of the completed claim form and backup documents for your own records.  
Merit will not be responsible or refund claims lost in transit or mail.  
Please allow six to eight weeks for processing.