



Tuition Refund Program 2019 Claim Form - Alberta Apprentices Only

Employee Name: _____

Social Insurance Number: _____ - _____ - _____ Phone: (____) _____ - _____

Email: _____

Student Mailing Address: _____ City: _____ Postal Code: _____

Company Name: _____ Company Address: _____

City: _____ Postal Code: _____

Trade or Occupation Training: _____ Period (circle one): 1st/2nd/3rd/4th

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 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, Merit Mercon Benefits 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 the above 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 or by fax: **780-455-2109** or 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 personal records.
Merit will not be held responsible for refund claims lost in transit or mail.
Please allow at least six to eight weeks for processing.