

**EDMONTON PIPE TRADES
PRE-AUTHORIZATION FOR
OUTSIDE ACCREDITED PROGRAMS (TRADE-RELATED)**

Part I - (To Be Completed By Member) DATE: _____

Member's Name: _____ S.I.N. _____

Trade: _____ Classification: _____ Init. Date _____

Street Address: _____

City: _____ Postal Code _____ Phone _____

Course Name: _____

Location: _____ Registration Fee: _____ (Tuition only)

Start Date: _____ End Date: _____

IMPORTANT NOTE: SEE REVERSE FOR RULES COVERING REFUNDS

Part II - (For Office Use Only)

DATE REFERRED TO JATC FOR APPROVAL: _____

Good Standing YES NO # of Hours _____

APPROVED: YES FULL REFUND PARTIAL REFUND ____%

NO Reason: _____

TUITION RECEIPT RECEIVED: YES CERTIFICATE RECEIVED: YES

REFUND GRANTED: YES NO

AMOUNT \$ _____ DATE _____ CHEQUE# _____

REMARKS: _____

RULES FOR REFUND

1. “Pre-authorization for Outside Accredited Programs” must be completed and submitted to the Education Department PRIOR to program commencement. (Forms available from the education department upon request)
2. Applicant must be a member in good standing for a minimum of one (1) year.
3. Local Union 488/Education Trust Fund must have been received or be currently receiving employer contributions on behalf of member.
4. Programs must be trade-related as determined by the Trust document.
5. Applicant must attend a minimum of 80% of the class and obtain a passing grade.
6. If approved, refunds apply to tuition costs ONLY (book costs, travel, etc. not included).
7. Refunds will be issued either in part or in full as determined by the Education Trustees at time approval.
8. Refunds will only be issued upon receipt of the following:
 - a) Tuition Receipt from institution
 - b) Certificate or final marks showing a passing grade
 - c) Any and all other documentation as requested by the Trustees at time of approval.

PLEASE NOTE: This is a synopsis of the Trust Fund Regulations only. If further clarification is required, please contact Bill Wilson in the Education Department.