

# TUITION REIMBURSEMENT FORM

## MAINE APPRENTICESHIP PROGRAM

Maine Department of Labor

NSAI Apprentice      **YES**    **NO (circle one)**

Please complete this form and submit it to:      Local Apprenticeship Representative  
   CareerCenter

Please be sure to attach copies of the following:

- Copy of your grade report (*or other proof*) showing you successfully completed the course(s) with a C or better
- Copy of the bill from the college or institution at which you took the course(s)
- Copy of receipt (*or other proof*) showing course tuition has been paid in full *and* by whom it was paid

NOTE: *Tuition reimbursements are to be paid to the entity that paid the course bill. If your employer/sponsor has paid tuition on your behalf, please inform your apprenticeship representative so s/he can be sure a vendor form is on file for your employer/sponsor. Reimbursement checks cannot be issued without a Vendor Form.*

### PROGRAM INFO:

#### Apprentice Information:

Apprentice Name: \_\_\_\_\_ ID# : \_\_\_\_\_

Program of Study: \_\_\_\_\_

**Course Information:**    *Circle Semester*    **SPRING**    **FALL**    **SUMMER**

1)

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

Grade: \_\_\_\_\_ # Credits: \_\_\_\_\_ College or Institution: \_\_\_\_\_

Course taken from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_      Tuition Cost: \$ \_\_\_\_\_

2)

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

Grade: \_\_\_\_\_ # Credits: \_\_\_\_\_ College or Institution: \_\_\_\_\_

Course taken from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_      Tuition Cost: \$ \_\_\_\_\_

**Apprentice Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

### PAYMENT INFO:

#### PAY TO:

Vendor # \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Amount to be paid: \$ \_\_\_\_\_

Fund Accounting:      **010-12A-B125-01-6710**

**Total Amount to be paid:** \_\_\_\_\_

Detail Accounting:      \_\_\_\_\_ - **B125**

Task Order      Task

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

MAP Field Representative Signature