

Steamfitting Industry Promotion Fund of New York & Long Island  
Tuition Reimbursement Program  
Rules and Regulations

I. **Eligibility**

a. **Application**

An application for tuition reimbursement must be signed by the employer and submitted for approval to the Tuition Reimbursement Committee.

b. **Contributing Contractor**

A contractor must be a contributing contractor to the Steamfitting Industry Promotion Fund of New York & Long Island for at least one year. The contractor shall have made contributions equal to at least twice the requested reimbursement amount or \$1,000 whichever is greater. If a contractor has been delinquent in Steamfitter Funds payments, tuition reimbursement will be denied.

c. **Student**

The student must be a full time employee of the contractor. The contractor must certify that the course of study is necessary for the advancement of the student and/or will lead toward a degree in engineering.

II. **Course of Study**

a. **Type**

Course of study shall be limited to that clearly related to the mechanical or sprinkler contracting industries. Courses leading to certificates or degrees in fields of Business, Law, Real Estate, Arts & Science, etc. will not be reimbursed.

b. **Institution**

Courses other than seminars should be taken at any College, University or Trade School offering programs that lead to the advancement of the mechanical or sprinkler contracting industry.

The course of study must be given during other than normal working hours with the exception of seminars which are offered during the day.

III. **Reimbursement**

a. **Tuition**

Maximum to be reimbursed is \$1,000 per student annually not to exceed 50% of the employer's contributions to the Promotion Fund. Tuition reimbursement will be made to the employer upon verification of successful completion of the course of study by the school. Proof of all school costs must be submitted to the Promotion Fund prior to reimbursement. Course must be approved by the Tuition Reimbursement Committee prior to reimbursement. There will be no reimbursement for books, supplies or travel costs.

b. **Mechanical Contractors Association of America (MCAA) Special Education Programs**

Tuition reimbursement for the **Advanced Leadership Institute, Advanced Leadership Institute Graduate Series, Institute of Project Management** and **Advanced Institute for Project Management** offered by MCAA will be **Fifty percent (50%)** of the cost of these courses. The total amount available for reimbursement **cannot exceed 50%** of the company's contributions to the Promotion Fund in any given year. This special reimbursement is available to anyone in your firm who attends these special programs provided all other eligibility requirements are met.

**Application for Tuition Reimbursement**

NOTE: This application must be submitted by the employer for reimbursement approval to the:

**Steamfitting Industry Promotion Fund  
44 West 28<sup>th</sup> Street  
New York, NY 10001**

Name of Applicant \_\_\_\_\_

Name & Address of Employer \_\_\_\_\_  
\_\_\_\_\_

State Applicant's experience in Mechanical Contracting or Sprinkler Contracting Industries \_\_\_\_\_

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Name and address of School/Program Applicant plans to attend \_\_\_\_\_

\_\_\_\_\_

Designate course(s) to be taken

Date course(s) commence

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	Course #	Course #	Course #
Tuition Cost			
Lab Fees			
Total Reimbursement			

I approve this application and understand that reimbursement if approved will be made to our firm after supplying the Tuition Reimbursement Committee with proof of all school costs and proof of satisfactory completion of approved course.

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Print Name and Title