



Tuition Refund Program Claim Form Alberta Apprentices Only

Employee Name: _____

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

Email: _____

Mailing Address: _____ City: _____ Postal Code: _____

Company Name: _____ Company Address: _____

City: _____ Postal Code: _____

Trade or Occupation Training: _____ Period (select one):

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 as necessary, including but not limited to information from or to employers, Merit Benefits, Merit Contractors Association, Merit National, and/or educational institutions.

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

Employee Signature: _____ Date: ____/____/____

Employer Representative Name: _____ Position: _____

Representative Signature: _____ Date: ____/____/____

This refund must be included in your annual tax return for the current tax year as taxable income. If your application is approved and paid before the end of this calendar year, a T4A Statement of Other Income Earned for this tax year will be issued to you no later than the end of February next year.

This completed form must be submitted, along with a copy of the employee's Progress Report (must include Alberta Apprenticeship Board letter) within six months from the date on the employee's letter from the Alberta Apprenticeship Board stating the above has passed the apprenticeship training.

Submit via email: tuition@meritalberta.com 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.