

REQUIRED DOCUMENTS

Applicants are responsible for making their own copies for submission to the Training Fund.

- 1. Tuition Assistance Application.** You must apply within **ninety (90) days** from completion of the continuing education activity. A new application must be filed each time you wish to be reimbursed. You may obtain an application by contacting the Tuition Assistance Department at (716) 995-3755

Mail the completed application along with copies of your supporting documents to:

**Attention: Tuition Assistance Department
1199SEIU Training & Employment Funds
2421 Main St. Ste #100, Bflo, NY 14214**

- 2. Proof of Course/Seminar/Conference Costs and Fees or Invoice** (original invoice itemizing all charges (tuition and fees)
- 3. Proof of payment in full.** Vendor identified receipt itemizing all payments (e.g. canceled checks, credit card statements/receipts, etc.)
- 4. Proof of attendance and successful completion or a copy of your certificate.** For Conferences, proof of attendance. For courses and certificate programs, certificate or proof of successful completion.
- 5. Employment Verification Letter.** Original letter from Human Resources or Personnel at your institution, no older than ninety days, stating your date of hire, job title, department, full-time or part-time employment status (**if part-time, the letter must indicate the number of hours you work per week, and the number of regular full-time hours per work-week at your institution**).



1199SEIU LEAGUE TRAINING AND UPGRADING FUND
330 West 42nd Street, 2nd Fl. • New York, NY 10036 • Mailing Address: P.O. Box 1016 • New York, NY 10108
Tel (212) 643-9340 • Fax (212) 643-9422 • www.1199eijs.org

Reimbursement for Continuing Education

Training and Upgrading Fund
Buffalo Office
2421 Main Street, Suite 100
Buffalo, NY 14214
Ph: 716-995-3755
Fax: 716-939-2761

Revised January 2019

PROGRAM DESCRIPTION

You may receive reimbursement of tuition and approved registration fees for conferences, workshops, seminars and other programs specifically related to your continuing education in technical, professional, therapeutic and other health care or job related skills presently required by your current employer, or which are of future value in health care related fields. The reimbursement is, as determined by the Trustees by resolution, for a maximum of \$1,000 per calendar year for full-time Employees, pro-rated for part-time Employees who work at least 3/5 of a regular workweek.

Reimbursement **is not** provided for:

1. Examination fees
2. Preparation courses for any graduate level entrance examinations (i.e. GMAT, GRE, MCAT)
3. Lodging, travel, and materials expenses
4. Recertification fees or exams

ELIGIBILITY

To be eligible for Continuing Education reimbursement you must meet the following general requirements at the time of your application:

- Be working currently and continuously in a bargaining unit position for which an Employer has agreed to make contributions to the Fund.
- Be a regular Employee, either full-time or part-time, of that Employer. Part-time Employees must work at least 3/5 of a regular workweek:

3/5 of a 35 hour work week = 21 hours weekly
3/5 of a 37.5 hour work week = 22.5 hours weekly
3/5 of a 40 hour work week = 24 hours weekly
- Have completed your probationary period
- Be currently working for a contributing Employer for at least one (1) year
- Have fulfilled the 1-year anniversary requirement by the start date of your Continuing Education program/activity

Full-time Employees whose eligibility has been verified are entitled to the maximum reimbursement of \$1,000 per calendar year.

Part-time Employees whose eligibility has been verified and who are working at least 3/5 of a regular work week, are eligible for 80% (of \$1,000) reimbursement.

Temporary and per diem employees are not eligible.

APPLICATION PROCEDURES

FILE a new Continuing Education Reimbursement application for each activity for which you request reimbursement. You may request an application by telephone (716) 995-3755.

MAIL the completed Continuing Education Reimbursement Form and copies of all required documents **within 90 days of program/activity completion to:**

1199SEIU League Training and Upgrading Fund
Tuition Assistance Program
2421 Main Street, Suite 100
Buffalo, NY 14214

**ABSOLUTELY NO LATE APPLICATIONS
WILL BE ACCEPTED.**
**(Applications must be postmarked within 90
days of program/activity completion).**

INTAKE HOURS

MONDAY- FRIDAY

9:00 AM— 5:00 PM