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INTERIOR FINISH CONTRACTORS ASSOCIATION
OF THE DELAWARE VALLEY
Furniture Handlers & Installation and Laborers' District Council, Divisions of IFCA

General Education Guidelines

(These guidelines do not apply to the Certificate Program at Drexel University)

IFCA will sponsor salaried and hourly employees of IFCA Members who have contributed to one of the IFCA Industry Advancement Program Funds (IFCA IAP Funds) with the International Union Of Painters & Allied Trades District Council 21, the Laborers' District Council or The Metropolitan Regional Council Of Carpenters. The following guidelines have been established for eligibility:

1. **Any hourly or salaried employee** who meets all of the eligibility requirements is eligible.

2. The employee must **work a minimum of 1,000 hours** during the twelve months preceding his/her application for a contributing Member of IFCA.

3. To the extent that the 1,250 hour requirement is met by employment with an employer who has contributed during the period of employment to the IFCA IAP funds, such employer **must also be a Regular Member of IFCA**.

4. A **Non-IFCA Member** may also qualify to send **one student per semester if contributions to one of the IFCA IAP** funds exceed $1,000 during any fiscal or calendar year.

5. Only industry related courses offered by an **accredited institution will qualify for reimbursement**. All industry related courses are subject to the approval of IFCA's Educational/Program Committee.

6. The maximum **payment for education by IFCA for an industry related course is $375** per semester per course, which is designed to cover the cost of the course/books. Each IFCA member is entitled to send a maximum of three students per semester. Charges such as late fees, withdrawal fees and transportation are not included. Reimbursement will be made after IFCA receives proof that the course has been completed with a passing grade.

7. IFCA will **sponsor courses as published by IFCA** and such other industry related courses as may be authorized on a case-by-case basis by the Educational/Program Committee.

8. Before any employee receives reimbursement for taking an approved course, the **employee must complete the Tuition Sponsorship Application Form**, which can be obtained from our website, or the IFCA office. A separate application must be completed for each course each semester. In addition, the form must contain the signatures of both the employee and the employer.

9. The **IFCA office will review the application** to verify the employee's employment and to determine the employee's eligibility.

10. **The Executive Director shall have the discretion**, subject to such guidelines as may be established by the Educational/Program Committee, to pay for tuition out of one of the IFCA IAP funds.

11. The Educational/Program Committee may, **for good cause or under exceptional circumstances**, waive any of the above-referenced requirements, subject to the approval of the Board of Directors.

INDIVIDUALS THAT DO NOT ADHERE TO IFCA'S GUIDELINES WILL NOT RECEIVE REIMBURSEMENT.

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Educational Guidelines for the
Drexel University Certificate Program

IFCA will sponsor salaried and hourly employees of IFCA Members who have contributed to one of the IFCA Industry Advancement Program Funds (IFCA IAP Funds) with the International Union Of Painters & Allied Trades District Council 21, the Laborers' District Council or The Metropolitan Regional Council Of Carpenters. The following guidelines have been established for eligibility:

1. An individual **must complete IFCA's Tuition Sponsorship Application Form and submit it to the IFCA office as soon as possible.** A separate application must be completed each semester for each course. All applications for reimbursement will be handled on a "first-come, first-serve" basis. Approval for accepting an application is at the sole discretion of IFCA. Applications can be obtained from the IFCA office, IFCA's web site, or from your employer's office (who must be a member of IFCA).

2. Employees must **work a minimum of 1,250 hours** during the twelve months preceding their request for reimbursement of a course.

3. Up to **two (2) employees from any IFCA Member Company may be considered for reimbursement** for one (1) course per semester or up to three (3) courses per year. At the sole discretion of IFCA, consideration for reimbursement of a second course may be given to an employee of an IFCA Member.

4. Reimbursement for a course is **based on grades and attendance**. After the course has been completed, you must send IFCA your transcript and attendance record within thirty (30) days. Below are examples of how reimbursement works:

Grade	Attendance	Reimbursement
A	(Missed 0-1 Class)	$790
B	(Missed 0-1 Class)	$740
C	(Missed 0-1 Class)	$690

If an individual misses more than 3 classes, whether or not the absences are "excused" by the instructor, that individual does not qualify for any reimbursement. REIMBURSEMENT IS LIMITED. Once IFCA exceeds our budget for any semester, reimbursement is no longer available.

5. Reimbursement is based on **grades and attendance. IFCA'S maximum reimbursement per class is $790.** Only industry related courses offered by **Drexel University** will qualify for reimbursement. All industry related courses are subject to the approval of IFCA.

6. The IFCA office will **review all applications to verify the employee's employment** and to determine the employee's eligibility.

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7. An **non-IFCA Member is eligible to participate in our reimbursement program** and can send one student per semester provided that the Non-IFCA Member contributes a minimum of $1,000 to the IFCA IAP Funds.

8. **IFCA's Executive Director shall have the discretion**, subject to such guidelines as established by the Program/Education Committee, to pay for tuition out of the IFCA IAP Funds.

9. IFCA may, for good cause or under exceptional circumstances, **waive any of the above-referenced requirements**, subject to the approval of the Board Of Directors.

10. Reimbursement will be mailed to each student after **IFCA receives grades and attendance records** from the JAC or from the student.

INDIVIDUALS THAT DO NOT ADHERE TO IFCA'S DEADLINES WILL NOT RECEIVE REIMBURSEMENT. Photocopies And Faxes Of Grades And Attendance Records Are Acceptable.

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