

Guidelines for Tuition Reimbursement

IFCA will sponsor salaried and hourly employees of employers that are members of IFCA contributing to one of IFCA's Industry Advancement Program Funds with the International Union of Painters and Allied Trades District Council 21, Eastern Atlantic States Regional Council of Carpenters or the Laborers' District Council ("IFCA IAP funds).

Below are the guidelines for eligibility:

- An individual must complete IFCA's Tuition Sponsorship Application Form and submit it to the IFCA office within thirty (30) days of the start of class. We request that a separate application be completed 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 (www.ifcassociation.com) or from your Employer, who must be a member of IFCA or could be an independent signed to one of IFCA's agreements.
- Employees must work a minimum of 1,250 hours during the twelve months preceding their request for reimbursement of a course.
- Up to four (4) employees from any IFCA member may be considered for reimbursement for 1-2 courses per semester or up to 4 courses per year. IFCA possesses the sole discretion for reimbursing any student for additional courses that fall outside these guidelines.
- Reimbursement for a course is based on grades and attendance (we do not reimburse for books). After the course has been completed and IFCA receives your grade and attendance record, IFCA will mail you a check based on your grade and attendance record.

REIMBURSEMENT GUIDELINES FOR A UNIVERSITY, i.e., Drexel, Philadelphia University or Temple

- Total reimbursement for an A missing 0-1 class is \$790 (or classes at a local community school would be reimbursed for the actual cost since courses are less). Total reimbursement for an A missing more than 1 class is \$740.
- Total reimbursement for a B missing 0-1 class is \$740 (or classes at a local community school would be reimbursed for the actual cost since courses are less). Total reimbursement for a B missing more than 1 class is \$690.
- Total reimbursement for a C missing 0-1 class is \$690 (or classes at a local community school would be reimbursed for the actual cost since courses are less). Total reimbursement for a C missing more than 1 class is \$640.
- If an individual misses more than three (3) classes there is no reimbursement.
- Reimbursement is based on grades and attendance and will not exceed \$790.

REIMBURSEMENT GUIDELINES FOR LOCAL COMMUNITY COLLEGES, i.e., Bucks, Camden, Chester or Montgomery Counties

- Attendance at a local community college is based on ACTUAL COST as these classes are substantially less than the local universities.
- IFCA will only reimburse an employee for industry-related courses – no exceptions!!!
- The IFCA office will review all applications to verify the employee's employment and to determine the employee's eligibility.
- An employee of a non-IFCA member may be considered for reimbursement if the individual meets the above requirements and there are sufficient funds. One employee per semester per non-IFCA member contractor – one class per semester.
- 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.
- 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.
- Reimbursement will be mailed to each student approximately thirty (30) days after IFCA receives grades and attendance records from you.