

MAINE APPRENTICESHIP PROGRAM TUITION REIMBURSEMENT REQUEST FORM

Maine Department of Labor
55 State House Station, Augusta, ME 04333-0055

Please complete this form in full, sign it, include required documentation and mail to the address above.

Tuition Reimbursement can only be made:

- To the individual or agency that actually paid the tuition costs on behalf of the apprentice
- For courses that are listed as "Required Related Instruction" and completed with a grade of C or better
- For up to 50% of tuition, with a maximum reimbursement of \$250 per individual course
- For a maximum of 4 college courses per apprentice per year

A separate request must be submitted for each individual apprentice. Please attach the following:

1. Copy of grade report showing a grade of C or better
2. Copy of a Receipt from the school showing the course costs listed have been paid-in-full by the entity requesting reimbursement.

Apprentice Data:

Name: _____ ID: _____

Occupational Program: _____ Sponsor: _____

Course Reimbursement Request Data: Course/Training Start Date: ___/___/___ End Date: ___/___/___

Course Title	Course Code	School or Training Vendor	Credits	Fees	Books	Tuition	Grade
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
				\$	\$	\$	
Totals				\$	\$	\$	

✓ one Vendor to be reimbursed is the -Sponsor ___ Apprentice ___

Vendor Contact: _____ Ph: _____ Email: _____

Vendor/Sponsor Name & Address:

Vendor Number:

Vendor Signature: _____ Date ___/___/___

VENDOR CODE	FUND	DEPT	UNIT	SUB	OBJ	TASK	TASK ORDER	AMOUNT APPROVED
VC	010	12A	B125	01	6510	B125	23110	\$