

# 1199NE Training & Upgrading Fund

## LPN Program Reimbursement Policy -revised June 19, 2015

The maximum reimbursement for LPN programs is \$4,000 per term for tuition and mandatory fees, for up to four (4) terms.

A tuition reimbursement application must be received by the Fund office before the program begins. If the application is received after the program has already started, then you will be eligible for any term that begins after the application is received by our office.

You must have worked continuously at least one year for a participating employer by the application deadline in order to be eligible for tuition reimbursement and you must continue to work an average of at least eight hours per week (20 hours if your CBA requires) during the semester for which you have applied for reimbursement.

As you complete each term of the program, please submit to the Fund office the following documentation:

- Copy of grades
  
- Copy of financial document, usually a Student Ledger, which lists all charges for tuition and mandatory fees and also lists any grants/scholarships received for each term of the program.
  
- Copy of Financial Aid Award

Please send in the appropriate paperwork after each term; do not wait until the entire program is completed. All paperwork must be received by the Fund office within 60 days of completion of each term.

