RI PUBLIC EMPLOYEES’ TRAINING FUND

TUITION REIMBURSEMENT RULES

1. Tuition reimbursement grants shall be available to bargaining unit members who are in good standing. Grants are available for up to $300.00 per course and up to $500.00 per member every 24 months.

2. Reimbursement will be made for tuition, fees, lab costs and required books and shall be based on seniority, on a rotating basis, and shall be made in a fair and equitable manner and shall benefit the greatest number of members as is practicable. After use for a course, books paid for under this program will be kept in a designated Union library available for general reference and for use by other members who may take the same course.

3. The Training Fund shall meet at least once during the months of May, June, August, and December for consideration of Tuition Reimbursement Applications. The Training Fund shall also meet at the request of the Chairperson.

4. Initial application for tuition reimbursement shall be made prior to taking a course on a form specified by the Training Fund. The Training Fund shall consider all those applications received prior to the 15th day of the months in which it meets. Applicants may be asked to come to a Training Fund meeting to furnish additional information about their requested reimbursement. If an application is approved, the applicant is responsible for submitting receipts for tuition, fees, and books, as well as a transcript showing successful completion of the course before reimbursement can be made. Requests for applications and claims for reimbursement shall be made to the Rhode Island Public Employees’ Training Fund, 410 South Main Street, Providence, RI 02903.

5. The Committee shall review all requests submitted by bargaining unit members for graduate, undergraduate, and GED courses, including trade school.

6. Absent specific pre-enrollment approval by the Trustees and contributing employers, training courses that qualify for additional and permanent wage increases shall not be considered eligible for reimbursement (6/16/03).

7. The Training Fund reserves the right to revise, amend, or expand these rules as necessary and as in the best interest of the membership, all in the opinion of the Training Fund Board of Trustees.

8. Once applicants have exhausted their maximum funds allowable of $500, members will be eligible to reapply exactly 24 months after the graduation/conclusion date specified on the application in which they had received their maximum payment (5/21/04).

1/18/2008
RHODE ISLAND PUBLIC EMPLOYEES’ TRAINING FUND
(INITIAL APPLICATION FOR TUITION REIMBURSEMENT – SEE RULE #4.

APPLICANT INFORMATION: Date: ____________

Name_________________________________________SSN_____________________
Home
Address ____________________________________________________________________
Street   City/State           zip code     Daytime Phone#
Employer ___________________________________Dept___________________
Present Job Title ____________________________Seniority Date ______________________

PREVIOUS EDUCATIONAL BACKGROUND:

<table>
<thead>
<tr>
<th>Type of School</th>
<th>Name</th>
<th>Year Graduated</th>
<th>Degree/Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical, Business,</td>
<td></td>
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<tr>
<td>Vocational</td>
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<td>College</td>
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<td>Other Career</td>
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<tr>
<td>Enhancement Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COURSE INFORMATION:

Course Title ______________________________________Course Code____________
Name of School ___________________________________________________________
Credit Hours or Course Length ______________________________________________
Course Dates:  Start:____________End:____________
Class Schedule: M T W Th F   From_______To ______
Is this course part of a degree program? ______No    ______Yes
IF YES, circle one:   __major requirement, __distribution, __elective
IF YES, What degree?_____________________Major?____________________
Course Costs: Tuition & Fees $______ + Books $______ = Total $__________

I hereby apply for reimbursement of tuition, fees, and required book
expenses for this course. I understand that, if approved, I must submit a
transcript to show course completion and receipts for tuition, fees, and
books to receive reimbursement.

________________________________________Signature

(FOR FUND USE ONLY)

This Application has been reviewed and ___approved/___denied by the
Rhode Island Public Employees’ Training Fund Board of Trustees.

Chair______________________________(Signature)   Date_____________