



STEP TUITION REIMBURSEMENT

PROGRAM DESCRIPTION AND ELIGIBILITY

- This program helps defray tuition or training fees for the member's own education.
- The **FINAL DATE** to submit an application for tuition reimbursement is January 30 for any classes or fees paid in the prior year. **EXCEPTION: the deadline to apply for any classes completed or fees paid in 2021 is March 31, 2022.**
- Applications will be supported on a first come, first served basis.
- Members can be eligible for up to \$4,000 per year in reimbursement. There is a lifetime limit of \$12,000.
- To be eligible, members must have had contributions made into STEP on their behalf for 12 of the last 18 months by a participating employer. (**EXCEPTION: participating members whose employers negotiated a "contribution holiday" with STEP, or, who were laid off due to COVID but who would have been eligible as of March 2020 and are still employed by their participating employer.**)

MEMBER INFORMATION

First Name	<input type="text"/>	Last Name	<input type="text"/>
SSN	<input type="text"/>	Date Of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> M M D D Y Y
Address	<input type="text"/>	Apt #	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
		Zipcode	<input type="text"/>
Workplace	<input type="text"/>	Employer	<input type="text"/>
When did you start work there?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> M M D D Y Y	Can we text you?	
Cell Phone	<input type="text"/>	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
E-Mail	<input type="text"/>		

Please Continue to Page 2: Training/Education Information

STEP TUITION REIMBURSEMENT

TRAINING/EDUCATION INFORMATION

You can receive reimbursement for your tuition or training fees if you:

- Attended classes for credit at a community college or university. You must have passed your classes.

OR

- Attended a workforce development training program at a community college or university where you earned a certificate, or, as part of a degree program.

OR

- Attended a training program where you were successful in earning a certificate related to job/career development at a legitimate training institute. *(This must be verified by the Training Fund Director)*

Name of College or Training Provider

Institution Address

Street

City

State

Zipcode

Workforce Training Programs/Certifications

Dates attended

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
M	M	D	D	Y	Y

to

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
M	M	D	D	Y	Y

Name of training certification

Total Fees

Please submit invoice/proof of payment, and copy of certificate earned.

College Classes (for degree programs)

Semesters/quarters for which you are requesting reimbursement assistance (check all that apply)

Winter

Spring

Summer

Fall

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Course Name and Number

Semester/Quarter

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Total Tuition Reimbursement Requested

Please submit:

(1) Tuition invoice(s) or account statements for each semester being requested, showing amount owed and proof of payment.

(2) A transcript showing final grades for each semester or class being claimed.

STEP TUITION REIMBURSEMENT

SUBMITTING YOUR APPLICATION

To submit your application make sure that you have:

- Filled out the application completely
- Included a copy of your college transcript (if you took classes for credit)
- Included a copy of your certificate (if you did workforce or job training)
- Proof of the tuition or training fees that you paid (an account statement from the university or college, or from the training institute). Call if you have an outstanding amount that you need to pay, and want STEP to issue payment directly to the institution instead.

Email

You will get a much faster response if you submit your application by sending it and supporting documents to: scholarships@unitehere.org

Surface Mail

If you need to mail your application and documents, please send us an email (scholarships@unitehere.org) to let us know that you have mailed your application to the following address:

STEP TUITION PROGRAM
P.O. Box 7633
Silver Spring, MD
20907

QUESTIONS?

Contact STEP:

Email: scholarships@unitehere.org or info@steptraining.org

Text our office: 301-876-4419

Call and leave a message: 301-876-4419