

# 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. EX: you paid and attended class in April 2023, you have until January 30 2024 to submit an application for reimbursement.
- Applications will be supported on a first come, first served basis.
- Members can be eligible for up to \$4000 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.

## 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"/>	
			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"/>	<input type="text"/>	
	M	M	D	D	Y	Y		
Cell Phone	<input type="text"/>			Can we text you?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
E-Mail	<input type="text"/>							

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# 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 Program

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: (1) invoice/proof of payment AND (2) 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"/>

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 Amount of Reimbursement

***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](mailto:scholarships@unitehere.org)

### Surface Mail

If you need to mail your application and documents, please send us an email ([scholarships@unitehere.org](mailto: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](mailto:scholarships@unitehere.org) or [info@steptraining.org](mailto:info@steptraining.org)

Text our office: 301-876-4419