

STEP TUITION REIMBURSEMENT APPLICATION

KNOW BEFORE YOU START

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. For example, if you paid and attended a 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 \$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.

What you'll need to submit your application

To submit your application, make sure that you:

- Fill out the application on the next two pages
- Include a copy of your college transcript (if you took classes for credit)
- Include a copy of your certificate (if you did workforce or job training)
- Include proof of the tuition or training fees that you paid. This could be 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.

SEND ALL MATERIALS TO



E-mail:

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



E-mail:

scholarships@unitehere.org
information@steptraining.org



Text:

301-876-4419

STEP TUITION REIMBURSEMENT APPLICATION

MEMBER INFORMATION

First Name

Last Name

SSN

Date Of Birth

M

M

D

D

Y

Y

Address

Apt #

City

State

Zipcode

Workplace

Employer

When did you start work there?

M

M

D

D

Y

Y

Cell Phone

Can we text you?

Yes

No

E-Mail

Please Continue to Page 3: Training/Education Information

STEP TUITION REIMBURSEMENT APPLICATION

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 STEP Training Fund Director.)*

Name of College or Training Program

Institution Address

Street

City

State

Zipcode

Workforce Training Programs/Certifications

Dates attended

to

M

M

D

D

Y

Y

M

M

D

D

Y

Y

Name of training certification

Total Fees

Please submit with your application (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

☐

Course Name and Number

Semester/Quarter

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.