

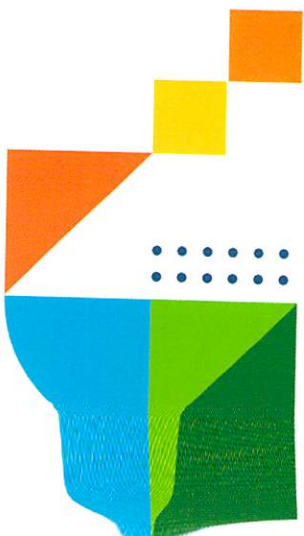
FREE EDUCATION CLASSES

ADVANCE your career

EARN higher salaries

FREE classes + tuition reimbursement

Learn more: dc37edfund.org/courses ▶

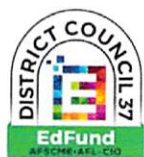




55 Water Street
New York, NY 10041



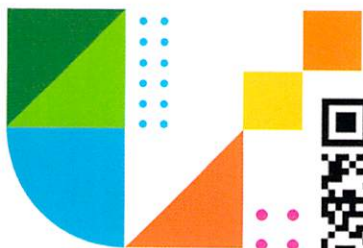
Take Advantage of Your **FREE** DC 37 Education Benefits



DC 37 Education Fund Offers **FREE** classes & tuition reimbursement



- ▶ Test Prep for City Exams
- ▶ Academic & Career Counseling
- ▶ Computer Classes
- ▶ Health-Related Courses
- ▶ Scholarships for Members/Children and Grandchildren of Members/Retirees
- ▶ Labor Education Programs
- ▶ Adult Education/GED
- ▶ Financial Literacy Courses
- ▶ Retiree Classes: computers, languages, history
- ▶ Defensive Driving Courses at **discounted** rates



Learn more: dc37edfund.org/courses ▶

212.815.1700 | edfund@dc37.net

Sign up for DC 37 Action Alerts to stay up to date on new Ed Fund classes, registration deadlines, and more ▶

13. My child is attending college. Can I be reimbursed for his or her tuition fees?

No. The benefit applies only to the covered member. Your spouse and dependent children or any other dependents are not eligible for Education Fund benefits.

14. Can I ask my school to file my application?

No. The student, not the school, is responsible for filing the application.

15. Can I be reimbursed for books and other expenses in connection with school, such as application fees?

No. Reimbursement is provided only for tuition and/or consolidated or registration fees.

16. I filled out an application form last term. Should I fill out another form for this term?

Yes. You should fill out a new form if you have not been reimbursed a maximum of \$800 for the current calendar year.

17. I am taking a leave of absence from my job. Can I be reimbursed while I am on a leave of absence?

No. You must be working as a full-time per annum employee in a title covered by Fund training agreements. Some part-time employees are also eligible. You must also be eligible to receive Education Fund benefits when the course begins in order to be reimbursed. Call the Education Fund

if you are unsure if you are in a covered title.

18. Is there a limit time on when I can apply for reimbursement?

Yes. A member must file for reimbursement no later than 120 days after the last day of class. However, eligible members may submit one late claim **up to one year after the last day of class(es)**. Filing extensions may be granted at the discretion of the Fund Administrator. Denials of reimbursement may be appealed in writing to the Board of Trustees within sixty (60) days of the date of denial. **In order to complete the application process, all missing documentation must be submitted within one year from the date classes end.**

If you have any additional questions, please call the DC 37 Education Fund Tuition Reimbursement office at (212) 815-1663 or 1664.

The Trustees of the District Council 37 Education Fund establish the rules and regulations of the Tuition Refund Program.



EVERYTHING YOU always WANTED to KNOW about TUITION REFUND



DC 37, AFSCME, AFL-CIO
125 Barclay Street, Room 814
New York, New York 10007

FREQUENTLY

1. What is the Tuition Reimbursement Program?

The Tuition Reimbursement Program is a program that provides reimbursement of tuition and registration fees up to a maximum of \$800 per calendar year to eligible members who meet all of the requirements of the program.

2. What types of courses are eligible for reimbursement?

The Education Fund will reimburse for non-credit, job-related Civil Service and Continuing Education courses that are offered by accredited institutions or programs and/or authorized providers of Continuing Education Units (CEUs), Professional Development Hours (PDHs) or Continuing Professional Education Credits (CPEs) or for undergraduate, graduate and post-graduate courses offered by U.S. affiliated educationally accredited institutions.

3. Can I be reimbursed for conferences or test preparation courses?

Test preparation courses for GMAT, LSAT, GRE, etc. are not reimbursable. However, test prep courses that are taken to pass a test for a professional license or certification or for New York State registration (i.e. Social Workers, Engineers, Architects) as a condition of employment are reimbursable. Only registration fees for job-related conferences are reimbursable.

ASKED

4. Can I be reimbursed for examination fees or professional membership fees?

No. Examination fees, professional association and/or group membership fees are not reimbursable.

5. I am taking High School Equivalency and/or remedial courses. Can I be reimbursed?

No. High School Equivalency, basic skills and remedial courses are not eligible for reimbursement. However, you may call (212) 815-1700 for program information or to receive an application for courses offered by the DC 37 Education Fund.

6. How much can I be reimbursed?

You may be reimbursed up to a maximum of \$800 per calendar year. You may also be able to receive your reimbursement in a single payment of \$800.

7. When should I file for reimbursement?

At the end of the term, submit to the Education Fund a completed original application form along with a grade report, a detailed bursar's receipt and a financial aid statement. We must have this no later than 120 days after the last day of class.

8. I have not yet received my grades and the deadline date is almost here. What should I do?

You should send in all the documents that you have, with a note explaining

QUESTIONS

the reason for the delay. Be sure to send us the missing documents as soon as you receive them.

9. How soon after submitting my application will I receive my check?

Please allow 4 to 6 weeks processing time for applications.

10. Do I have to pass the course to be reimbursed?

Yes. If you fail, withdraw, or receive an incomplete, you will not be reimbursed for that course. If you take a course for credit, you must receive a "S" or "P" or a grade of C or better in order to be eligible for reimbursement. Applicants who take a course at a technical or trade school must also successfully complete the course to receive reimbursement.

11. Are there any other forms of financial aid for which I may qualify?

Yes. The main sources of aid are state (TAP), federal (PELL) and aid for part-time study (APTS). You can see the financial aid officer in your school for information on how to apply.

12. Must I apply for these other sources of aid if I want to be reimbursed?

No. However, we require proof from your school that you did not apply or receive other financial aid before we can reimburse. The amount that you will be reimbursed is the difference between the tuition and registration fees that you paid and the amount of aid that you received, up to \$800 per calendar year.