



Fax # (780) 482-9520  
Phone# (780) 488-1266

Attention: Diana/Shelly

This Fax is to inform you that:

(Name) \_\_\_\_\_

Will be attending  
(School, Year & Trade) \_\_\_\_\_

School from:  
(Dates) \_\_\_\_\_

Social Insurance Number:  
(S.I.N.#)  
\_\_\_\_\_

Present Employer:  
\_\_\_\_\_

Date of School Lay Off:  
\_\_\_\_\_

Date returning to work:  
\_\_\_\_\_

Signature and Phone #:  
\_\_\_\_\_

**\*\*\*NOTE: In order to receive a Tuition Reimbursement or reclass, you MUST provide: 1) Receipt for Course. 2) School Marks from Alberta Learning. 3) Blue Book Stamped by the Apprenticeship Board. 4) Signed Promissory Note (Provided by Local 488 Education Department). 5) You are also required to do one UA course.)**