PRE-AUTHORIZATION POLICY

1. "Pre-authorization for Outside Accredited Programs" must be completed, submitted and approved by the Director of Education PRIOR to program commencement.

2. UA Member and UA Contractor Forms available from the education department upon request.

3. To obtain Pre-Authorization, the following must be submitted:

    - Completed Pre-Authorization Form
    - Course Description complete with cost from training provider

    Documents must be sent to the APTC – Nancy Tichon - at nancy.tichon@ept488.ca to be approved.

4. UA Member must be a member in good standing for a minimum of one (1) year.

5. Local Union 488/Edmonton Pipe Trades Educational Trust Fund must have received or be currently receiving employer contributions on behalf of member.

6. Programs must be trade-related as determined by the Edmonton Pipe Trades Educational Trust Fund Trust document.

PLEASE NOTE: This is a synopsis of the Edmonton Pipe Trades Educational Trust Fund Regulations only. If further clarification is required, please contact Chris Waples – Director of Education - in the Education Department.

Refund Policy

1. Refunds will only be issued upon receipt of the following:
   a. Tuition Receipt from institution
   b. Certificate or final marks showing a passing grade
   c. Applicant must attend a minimum of 80% of the class and obtain a passing grade.
   d. Any and all other documentation as requested by the Trustees at time of approval.

2. If approved, refunds apply to tuition costs ONLY (book costs, travel, etc. not included). Refunds will be reimbursed in Canadian Funds.

3. Refunds will be issued either in part or in full as determined by the Education Trustees at time approval.

PLEASE NOTE: This is a synopsis of the Edmonton Pipe Trades Educational Trust Fund Regulations only. If further clarification is required, please contact Chris Waples – Director of Education - in the Education Department.

MEMBER PRE-AUTHORIZATION FOR OUTSIDE ACCREDITED PROGRAMS - TRADE RELATED

Name: _____ Date:_____

Address: _____

City & Province: _____ Postal Code: _____

UA Card #: _____ Phone #: _____

Trade/Level: _____

Course Name: _____

Location: _____ Registration Fee: _____ (Tuition only)

Start Date: _____ End Date: _____

OFFICE USE ONLY

Member in Good Standing (YES/NO)_____

Tuition Receipt Received (YES/NO) _____

Certificate Received (YES/NO) _____

Approved (YES/NO) _____

Reason for NO: _____

Amount: _____

Approved by: _____

Cheque #: _____

Issued On: _____