Employee Name: _____ _____

Social Insurance Number: _____-_____-_____ Phone: (_____) _____

Email: _____

Mailing Address: _____

City: _____ Province:_____ Postal Code: _____

Company Name: _____ Company Address: _____

City: _____Province:_____ Postal Code: _____

Trade or Occupation Training: _____ Year (select one): 1ˢᵗ   2ⁿᵈ   3ʳᵈ   4ᵗʰ

Date of Training (mm/dd/yyyy): From: __/__/__To: __/__/__Returned to Work: __/__/__

The OpenCircle Tuition Refund is to be paid to the **(check one)**:

☐ Employer   **OR**   ☐ Employee

- OpenCircle's Tuition Program does not cover: Books, Lockers, Association fees, Journeyman upgrading courses, the cost of challenging an apprenticeship exam, or fees for programs such as OpenCircle's Supervisor Training Program (STP) or Construction Skills Training Program.
- Personal information contained in this application, and related accompanying documentation, is collected, used, and disclosed for the sole purpose of determining eligibility for, and administration of, the Tuition Refund Program. I authorize my employer (or former employer) to obtain or disclose information relating to this application as necessary, including but not limited to information from or to employers, OpenCircle Benefits, OpenCircle, and/or educational institutions.

I have read and accepted the terms and conditions of the Tuition Refund Policy:

Employee Signature: _____ Date: ___/___/___
Employer Representative Name: _____ Position: _____
Representative Signature: _____ Date: ____/___/___

This refund must be included in your annual tax return for the current tax year as taxable income. If your application is approved and paid before the end of this calendar year, a T4A Statement of Other Income Earned for this tax year will be issued to you no later than the end of February next year.

This completed form must be submitted, along with a copy of the employee's Marks and Proof of Completion within six months from the date on the employee's Proof of Completion from a recognized training body stating the above has passed the apprenticeship training. **Ontario and British Columbia apprentices must submit Proof of Payment.**

Submit via email: **tuition@opencircle.ca** by fax: **780.455.2109** or mail to: **OpenCircle, 103-13025 St. Albert Trail, Edmonton, AB T5L 4H5**

- Keep copies of the completed claim form and backup documents for your personal records.
- OpenCircle will not be held responsible for refund claims lost in transit or mail.
- Please allow at least six to eight weeks for processing.