



## **Tuition Refund Bursary Apprenticeship and Occupational Training**

*Merit Contractors Association of Manitoba recognizes the need to support employees in their career development and encourages apprenticeship and occupational training endeavors by providing tuition reimbursement bursaries to employees of member companies. This program was implemented effective January 1, 2009, and as of December 31, 2010, 159 bursaries have been paid.*

**Policy:** Merit employees who engage in apprenticeship technical training are eligible for a bursary towards the cost of tuition, for each level of training, to a maximum of \$250. For occupations where there is no trade training (e.g. equipment operators) employees may be eligible for a reimbursement of fees for training which furthers field occupational skills. Please contact Merit to discuss training programs outside apprenticeship training.

### **Eligibility Criteria**

- Employee must have worked 3 months for a Merit company when entering the training program
- Employee must return to work with a Merit company for a period of 1 month following the course
- Successful completion of the apprenticeship technical training or occupational training that meets industry standards
- Application for the bursary must be submitted within 3 month of completing the training program

### **Application process**

- Complete a tuition refund application form and submit to Merit Manitoba
- Include proof of successful completion
- Include a receipt of tuition payment (bursaries will be for tuition and GST only, excluding books, locker fees, etc)
- Both employer and employee must sign the application form
- Payment will be made directly to the employee or if the employer paid the tuition, the refund bursary can be paid to the employer

**For further information contact Val Officer at (204) 888-6202 or [val.meritmb@mts.net](mailto:val.meritmb@mts.net)**