



CRAFT DEVELOPMENT FUND OF THEATRICAL STAGE EMPLOYEES LOCAL NO. 4, IATSE



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Participant Tuition Reimbursement Policy

The Craft Development Fund of Stage Employees Local No. 4, IATSE ("CDF") wishes to use Fund assets, consistent with the purposes of the Fund, to reimburse certain tuition expenses incurred by Fund participants as set forth in this policy.

The CDF will reimburse the cost of tuition incurred by a Fund participant (i.e., an individual working under a Local No.4 collective bargaining agreement) if all of the following conditions are met:

The Fund participant must obtain advance approval from the CDF to take the course for which reimbursement is sought.

The course must not be one offered by the CDF.

The CDF must determine that the course will enable the Fund participant to develop a higher degree of technical expertise and/or occupational safety and efficiency in performing his or her work in the stagecraft industry.

The Fund participant must provide the CDF with proof of course completion.

The Fund participant must provide the CDF with proof of tuition cost.

Tuition reimbursement is limited to \$3,000 per course and \$3,000 per calendar year, unless prior approval by the board is obtained.

Reasonable expenses associated with taking a course outside the tri-state area, other than the tuition cost (e.g., travel, lodging, etc. will be considered on a case-by-case basis).

The Fund Office shall maintain written records necessary to confirm compliance with this policy, including the name of each participant requesting reimbursement, the name and cost of the course for which reimbursement is sought, a copy of any proof of course completion, the amount reimbursed, and the date such reimbursement is made.

Should a Fund participant's request for reimbursement be denied, he/she shall be advised of his/her right to file an appeal to be reviewed and decided by the full Board of Trustees.