



MAINE APPRENTICESHIP PROGRAM

TUITION AUTHORIZATION REQUEST FORM



To insure that apprenticeship funds are available, this Tuition Authorization Request Form must be submitted and approved by the Maine Department of Labor Director of Apprenticeship prior to the commencement of the courses identified below. Submission of this form to the Maine Apprenticeship Program (MAP) is not a guarantee of funding, as requests received may exceed available funding. .

Section I – Sponsor Information

sponsor name: _____ sponsor address: _____
 sponsor apprenticeship identification (ID) number: _____ sponsor contact name: _____
 contact email address: _____ contact title: _____

Section II – Course Details

| Course | Course Title | Course Start Date | Course End Date | School or Training Vendor | Credits | Tuition Cost (<u>exclude</u> books and fees) | Number of Apprentices | 50% of tuition x number of apprentices |
|--------|--------------|-------------------|-----------------|---------------------------|---------|--|--------------------------|--|
| #1 | | | | | | \$ | | \$ |
| #2 | | | | | | \$ | | \$ |
| #3 | | | | | | \$ | | \$ |
| #4 | | | | | | \$ | | \$ |
| #5 | | | | | | \$ | | \$ |
| #6 | | | | | | \$ | | \$ |
| | Totals | | | | | n/a | n/a | \$ |

Section III – Apprentice Details

- Please one of the following: the vendor to be reimbursed 50% of the cost of tuition upon successful completion of the courses indicated is the Sponsor _____ or the Apprentice _____ .

If sponsor is the vendor, please enter Maine State vendor code here: _____

*NOTE – Tuition reimbursement can only be made to:

- the individual or agency that actually pays the tuition costs on behalf of the apprentice
- for courses that are listed as “Required Related Instruction” and completed with a grade of C or better

