



C-Stop Reimbursement Policy and Request Form

MT Carpenters JATTF trustees approved reimbursement for C-Stop training fees under the following conditions: **1)** Must be a Qualified Union Carpenter Member – in Good Standing, when this specific training is **required for employment.** **2)** Course work must be legitimate training accepted for employment **3)** Complete the following request form and include required documents with your request. *Reimbursement \$ will be the amount printed on the receipt OR the Maximum Allowance whichever is less; \$100 for 8hr Course OR \$50 for 4hr Course. Incomplete Reimbursement Requests cannot be accepted, and will be returned to the sender*

Student Name _____ UBC # u- _____ - _____

Address (where check will be mailed) _____

City _____ State _____ Zip Code _____ Ph # (____) _____

Request Amount (**PLEASE Circle One**) \$100.00 Full 8 Hr. **OR** \$50.00 Refresher 4 Hr.

Date(s) of Class _____ Time of Class _____

Location of Class _____ Instructor _____

Student Must Include the Following 3 Items with this request form

- _____ **Original Receipt OR E-Commerce Receipt.** Must show Fee Amount Paid, Date Paid, Course Purchased, Name of Student
- _____ **Copy of New C-Stop Card.** Must be a clean/clear copy of the front and back side of card showing all information
- _____ **Employer written confirmation** of training acceptance as needed for employment by employer

Requested By _____ Signature _____ Date _____
PRINT NAME

Approved By _____ Date _____

Submit Completed Request Packet to: Mt Carpenters J.A.T.C.; 780 Carter Drive; Helena, MT 59601
Questions???? Ph (406) 443-3255