Certification Course Reimbursement Request

Course and Applicant Criteria

- NEF Courses and Certifications are all eligible for reimbursement from the Foundation.
- Non-NEF Courses and Certifications are subject to pre-approval by the board in order to be considered for reimbursement.
- Only construction related Courses and Certifications will be considered for reimbursement.
- Applicant must pay for the Course and/or Certification in advance and submit an application for reimbursement to the Board within 90 days of completion.
  - If a non-NEF course, applicant is encouraged to consult the board as to eligibility for reimbursement before incurring the expense and expecting reimbursement.
- For certification reimbursement, applicant must provide proof of passing the course and obtaining certification.
- For course reimbursement, applicant must provide proof of completing the course with passing grade of 85% (or equivalent grading scale.)
- The amount available for Course and Certification reimbursements is subject to current fund availability, as well as existing academic scholarship commitments, and will be determined at the sole discretion of the Board.
- Reimbursement requests should be e-mailed to fwc1foundation@gmail.com

Applicant Name: ___________________________________________________________________
Applicant Contact Information: ______________________________________________________
NAWIC Fort Worth Chapter # 1 Member (Y/N): _______________________________________

Course Name: ______________________________________________________________________
Certification and/or Grade Received: ___________________________________________________
Course Provider: ___________________________________________________________________
Course Website: _____________________________________________________________________
Course Contact Name & Phone #: _____________________________________________________

Reimbursement Amount Requested: __________________________________________________
Required Documents: _____Receipt _____Proof of Completion ____Proof of Certification/Grade