

# NAWIC Fort Worth Chapter #1 Foundation

## 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](mailto: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