



Apprenticeship Tuition Reimbursement Program

PTW recognizes that employees are critical to our success. We believe that investing in the development of our employees on their apprenticeship journey creates value and growth for both the employee and PTW.

KEY CONTACTS

Delaney Pearson
Human Resources
Administrator
e: dpearson@ptwenergy.com
p: 403-816-6356

ELIGIBILITY



**Full-time
Employee**



**Good Standing for
at Least Three (3)
Months**



**Return to PTW
After Training**

APPROVAL PROCEDURE

PTW reimburses apprentices in electrical, instrumentation, or welding trades up to C\$1,000 per apprenticeship year upon successful completion of their training. Reimbursement requires submission of the following documents within 30 days:

- Original invoice stating actual costs,
- Proof of payment,
- Course grade, transcript, or completion certificate.

No reimbursement will be provided for failing grades.

Once manager approval is granted, please send the signed agreement and documents to HR for approval.

PAYMENT PROCEDURE


After HR approves eligibility, they will forward the payment to payroll for processing. The employee will receive the payment via direct deposit on the next scheduled payroll date.


REPAYMENT PROVISIONS

If employees leave PTW within a year of receiving reimbursement for their apprenticeship, they must repay PTW on a prorated basis: Termination within 6 months = 100% repayment; Termination within 7-12 months = 50% repayment. Repayment will be deducted from the final wages with employee authorization.




**PTW ENERGY
SERVICES**

 PTW Energy Services

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 www.ptwenergy.com

 **Head Office:** 285188 Frontier Road, Rocky View County, AB, T1X 0V9



Apprenticeship Tuition Reimbursement Program

Upon successful completion of your apprenticeship training and after submittal of your request for tuition reimbursement, you will automatically qualify to enter a draw to win a prize, valued at C\$500, of your choosing from the following list:



**Milwaukee
Cordless Kit**



**PetroCanada
Fuel Card**



**Grocery Store
Gift Card**



**Travel Voucher
Lodgeline,
Costco, etc.)**



**Canadian Tire
Gift Card**

PROCESS OVERVIEW

1. There will be two draws annually, one at the end of February and the other at the end of August.
2. In each draw, ten (10) names will be randomly selected as winners from Branch, Construction, and Structures (20 names total per year).
3. Winners will receive notifications via email and/or phone and can choose from the items listed above.
4. Prizes will be presented to the winners either at their branch or job site.
5. You must be an active PTW employee at the time of the draw.



Apprenticeship Tuition Reimbursement Program

APPRENTICESHIP TUITION REIMBURSEMENT AGREEMENT

Please complete the information below and attach the following supporting documents:

- Original invoice stating actual costs,
- Proof of payment,
- Course grade, transcript, or completion certificate.

By signing below, the employee acknowledges that he/she has read and understands this repayment provision and authorizes any necessary deductions from his/her final pay.

Employee Name (print)

Employee Signature

Date (dd-mm-yyyy)

Employee Code

Branch / Department

REQUEST FOR APPROVAL

Name of Course(s)

Institution/Provider

Start Date (dd-mm-yyyy)

Completion Date (dd-mm-yyyy)

Actual Cost Submitted

Reimbursed Amount

APPROVAL SIGNATURES

Manager Name (print)

Manager Signature

Date (dd-mm-yyyy)

Director Name (print)

Director Signature

Date (dd-mm-yyyy)

Human Resources (print)

Human Resources Signature

Date (dd-mm-yyyy)