

Reimbursement Procedure

If you are seeking pre-approval.

1.



Make a copy of the course description and fee schedule.

2.



Complete the Reimbursement Application. Check the pre-approval box.

3.



Mail To: Union Education Trust
P.O. Box 3270
Westerville, OH 43086-3270
Fax: 1-866-436-7983
E-mail: support@uedtrust.org

4.



Attend classes.

5.



Make a copy of your grade and proof of payment (paid statement, credit card statement, or both sides of a cancelled check). Please allow 30 days to process payments.

6.



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