**UBC THIRD YEAR APPRENTICE PRORGAM;HELPING BUILD OUR INDUSTRIES**

**ACRC FUNDING AGREEMENT**

1. You have been offered and have agreed to accept the opportunity to attend the UBC Third Year Apprenticeship Program: Helping Build Our Industries to be held November 14- 17, 2019 at the UBC International Training Center in Las Vegas, Nevada. This is an important program that is offered to Apprentices who have demonstrated sufficient skill and experience to receive additional training to enhance your leadership skills for the benefit of yourself and your brothers and sisters in the UBC.

2. Attending this conference requires considerable expenditure by the UBC International, the Carpenter and Millwright College Training Trust, and the ACRC. UBC International will provide accommodations and meals in Las Vegas, as well as the instructors and materials for the Program. The ACRC will provide your airline ticket to Las Vegas, and $600 for attendance at the Program that you will receive once you arrive in Las Vegas. The Training Trust will provide you with $200 stipend that you will receive when you arrive in Las Vegas. In order to receive the $600 allowance from the ACRC, you will be required to complete a short survey at the end of the Program. Completion of this survey provides vital feedback for the assessment of programs and instructors. The survey can be completed on-line, or in paper form in Las Vegas. If you complete the form before you leave Las Vegas, you will be immediately provided with the cheque. If you compete the survey after you return to Canada, the cheque will be mailed to you.

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3. In exchange for funding your attendance at this Program, you are expected to attend in Las Vegas on the specified dates. If you fail to attend or leave the Program early without written permission from the ACRC, you will be required to reimburse the ACRC as follows:

(a) The full cancellation cost for air travel (which may constitute all or part of the ticket price).

(b) A pro-rated amount of the stipends for each day of the Program you do not attend.

(c) Any cancellation fee for the Program required by UBC International.

4. In order to avoid the cost of cancellation it is important that you advise us immediately if you are not able to attend for any reason. Cancellation reimbursement will only be waived by the ACRC if cancellation is result of a medically verified personal illness, or a serious illness or death of an immediate family member (mother, father, husband, wife, son, daughter or common law equivalent). The ACRC reserves the right to request documentary proof of any such situation. There may be special circumstances where the Provincial Manager in conjunction with the Executive Secretary -Treasurer may approve relief.

5. Failure to reimburse the ACRC within 30 days following the conclusion of the Program will result in your membership status being changed to “not in good standing” until the required amount is paid.

 **AGREED TO** by the Member and ACRC this \_\_\_\_ day of \_\_\_\_\_ 2019.

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**Member Provincial Manager EST**