

Student Internship Reimbursement Program

Your Steamfitting Promotion Fund believes that students who work for a mechanical or fire suppression contractor under an internship arrangement will enhance their education, their professional experience, and their interest in the mechanical contracting industry. Therefore, reimbursements are offered to promote internships for undergraduate students majoring in academic disciplines applicable to the mechanical construction industry (i.e., construction management, mechanical engineering, etc.). Contractors may receive reimbursement for **one** intern per summer.

Reimbursement Description: The reimbursement amount of \$1,000 is designed to match a portion of the student's salary and must not exceed the student's total compensation. In order to bolster our relationship with Manhattan College and develop a Student Chapter at the institution, the Promotion Fund encourages contractors to consider hiring Manhattan College students. Contractors hiring **interns enrolled at Manhattan College will be eligible for an additional \$1,000 reimbursement (for a total of \$2,000)**. Please note that the total amount to be reimbursed per contractor is limited to 50% of the contributions paid to the Promotional Fund by the contractor in the prior calendar year.

Application Procedures:

To apply for an internship reimbursement, please send an email to Shane McMorrow at Shane@nymca.org including all the information requested below. Applications should be no longer than one single-spaced page. If approved, you will receive email notification within 7 days of submitting your application.

Applications MUST include the following information:

1. Company name, contact person, address, telephone/fax numbers, e-mail address
2. Intern's name & address, telephone, e-mail address
3. School intern is attending and Major or Program of study
4. Intern's supervisor's name
5. Location of internship (i.e., company branch, if applicable)
6. Term of internship (Start date – End date)
7. Salary (per hour amount)
8. A brief description of the intern's responsibilities (50 words or less)

Reimbursement Procedure:

1. Two weeks prior to the end date of the internship, email Shane@nymca.org to request an internship survey to be completed by your intern.
2. Submit copies of the intern's paystub via facsimile (212-683-6449) or email indicating that the student's wages earned over the course of the summer amounted to at least \$1,000 or \$2,000 in the case of a Manhattan College student.
3. Once the student has completed and returned their confidential survey, **AND** we have received adequate financial documentation, your reimbursement check will be issued.