

LOCAL 877 TRAINING TRUST

INTERNATIONAL UNION OF OPERATING ENGINEERS, AFL-CIO

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IMPORTANT POLICY UPDATE NOTICE

TO: All HVAC Apprentice Program Applicants and Current Students
FROM: IUOE Local 877 Training Trust Fund
DATE: July 21, 2026
SUBJECT: Policy Updates – Tuition Rate Adjustment, Prepayment, and Cancellation Windows

Please be advised of the updated Tuition and Fee Schedule for the HVAC Apprentice Program due to the recent expansion of Mass Law classroom hour requirements. These policy revisions are **Effective for the Fall 2026 Semester** and apply to all upcoming course registrations. Please review the mandatory updates outlined below.

Updated Fee Amounts:

- **Tuition Rate:** Tuition is adjusted to **\$2,000 total per course**.
- **Registration Deposit:** The mandatory registration deposit for all attendees is now **\$700** due with your application. This deposit remains non-refundable.

Mandatory Prepayment Requirements:

- **Self-Paying Students:** If your employer does not contribute directly to the Local 877 Training Trust Fund, **tuition must be paid in full at the time of registration**. You will not be formally enrolled, and you will not be permitted to attend class sessions until full payment is received.
 - **Online Option:** Secure card payments can be processed online by visiting:
<https://iuoelocal877.com/pay-for-training/>
 - **Mail or In-Person Option:** Payments can be paid by check or money order. Make payable to **IUOE Local 877 Training Trust**. You must clearly write the course name in the memo line and ensure your full name is included on the payment.
 - **Employer-Funded Students:** If your contract language provides for reimbursement of course fees by your employer, the Fund will issue an official receipt upon receiving deposit payment. Confirmation of course completion will be provided after your final exam.

Cancellation & Refund Window:

- **14-Day Policy:** A refund of the Tuition Rate will **only** be issued if the Training Fund is notified in writing and postmarked at least **14 days prior to the start of class**.
- **Late Cancellations:** No refunds will be issued for written notifications received fewer than 14 days before the class starts
- **Submission Details:** Written cancellation and refund notices must be submitted directly to the IUOE Local 877 Training Trust Fund Trustees via mail 89 Access Rd. Unit 4 Norwood, MA 02062.

