

## **Appleton/Oshkosh Area Electrical Joint Apprenticeship and Training Trust Book Fee Financial Assistance Policy – Apprentices (Inside)**

All Apprentices who are participants of the Appleton/Oshkosh Area Apprenticeship & Training Trust Fund are eligible for consideration of financial assistance of half (1/2) the cost of approved Paid Related Instruction (day school) curriculum book fees\* by the Appleton/Oshkosh Area Electrical Joint Apprenticeship and Training Trust Fund (AOJATT). Amounts reimbursable include only half (1/2) of the actual book fees\* paid. Late fees, Non-Sufficient Funds (NSF) fees, and similar charges are costs that are not eligible for assistance.

### **Limitations:**

1. Apprentice must be a participant of the Appleton/Oshkosh Area Electrical Joint Apprenticeship & Training Trust Fund.
2. Apprentices must complete the entire Paid Related Instruction (PRI) curriculum year with a passing grade for consideration of reimbursement. The apprentice will be responsible for any textbook costs if the course is not completed or if it is failed. If a course is repeated due to non-completion or failure the first time the course was taken, the book fees for the repeated curriculum will not be reimbursed.
3. Apprentices must prove that they remitted final payment of all book fee\* monies due to Appleton/Oshkosh Area Electrical Joint Apprenticeship and Training Trust Fund (AOJATT) on a timely basis. Timely basis is defined as final payment being made prior to the first day of the Paid Related Instruction (day school) course commencement.
  - Any requests that are not accompanied with documentation proving timely remission of AOJATT fees\* **will not** be considered for reimbursement.
  - Any payment which is returned for Non-Sufficient Funds (NSF) **will not** be considered for reimbursement.
4. Grades, proof of payment of book fees\* and a written request must be submitted to the AOJATT office by July 15th of the Paid Related Instruction (PRI) curriculum year conclusion.
  - Any reimbursement requests received beyond the deadline **will not** be considered for reimbursement.
5. Apprentices must maintain perfect compliance with the Appleton/Oshkosh Area Electrical (Construction) Joint Apprenticeship Committees (JAC) Record-Keeping Policy (no late time cards).
6. Apprentices must maintain perfect Paid Related Instruction (day school) attendance (zero absences allowed, excused or unexcused \*\*) throughout the curriculum year in which assistance is requested.
7. Apprentices must pass all Paid Related Instruction (day school) exams throughout the curriculum year in which assistance is requested (zero retests allowed \*\*\*).
8. Apprentices must maintain 90% Unpaid Related Instruction attendance throughout the curriculum year in which assistance is requested.

### **To Request Reimbursement:**

Submit the following to:       NECA-IBEW Apprenticeship and Training Office  
  Attn: AOJATT Accountant  
  2730 Dairy Drive  
  Suite 102  
  Madison, WI 53718

1. A copy of the payment receipt or cancelled check from AOJATT (or other training/materials provider) **listing the date on which payment was made.**
2. A **Grade Report** or **Student Transcript** from Northeast Wisconsin Technical College (or other training provider) showing final grade(s).
3. Apprentices seeking reimbursement must complete and properly submit a “**Appleton/Oshkosh Area Electrical JATT Apprentice Reimbursement Request Form**”\*\*\*\*. If this form is not completed or is not submitted with the request for reimbursement, the apprentice will not be eligible for reimbursement.

Failure to properly submit all of the above documents will result in a delay and/or denial of reimbursement.

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**Reimbursement Process:**

1. Upon receipt of a tuition reimbursement request, it will be date stamped.
2. The Accountant will calculate the amount eligible for reimbursement.
3. The request will be presented to the AOJATT Committee, at their next regularly scheduled trust fund meeting, for approval and authorization for reimbursement.
4. The committee will determine if the reimbursement request is valid based on the established/listed criteria and whether the course was authorized for the apprentice to attend.
5. If the committee approves reimbursement, the reimbursement check will be sent to the apprentice via US First Class Mail.

**NOTES:**

- \* For purposes of this policy, book fees shall include the NJATC/electrical training ALLIANCE issued Textbooks, Workbooks, and Learning Management System (LMS) Student Fees for the curriculum covered in Paid Related Instruction (day school) as determined by the Appleton/Oshkosh Area Electrical Joint Apprenticeship Committee (JAC).
- \*\* Absences are determined to be “excused” or “unexcused” only by the AOJATT Committee, on a case by case basis. All preplanned absences must be pre-approved by the AOJATT Committee.
- \*\*\* Apprentices must achieve a score of 75% or higher on the first attempt of each Paid Related Instruction examination. Any reimbursement requests received where an apprentice has received an original exam score below a 75% will not be considered for reimbursement.
- \*\*\*\* Appleton/Oshkosh Area Electrical JATT Apprentice Reimbursement Request Form is available at the office of IBEW Local 577, the NECA-IBEW Apprenticeship and Training Office, or online ([www.wijatc.org](http://www.wijatc.org)).

AOJATT = Appleton/Oshkosh Area Electrical Joint Apprenticeship and Training Trust Committee  
AOJAC = Appleton/Oshkosh Area Electrical Joint Apprenticeship Committee

Approved, March 5, 2019; this revised Book Fee Economic Assistance Policy Statement shall supersede all previous AOJATT Construction (Inside) Apprenticeship Reimbursement Policies effective January 1, 2019.