

Madison Area Electrical Joint Apprenticeship and Training Trust  
Tuition Reimbursement Policy – Apprentices (Inside & VDV)

All Apprentices who are participants of the Madison Area Apprenticeship & Training Trust Fund are eligible for consideration of financial reimbursement for approved courses\* completed, passed and paid for, **less any cost of textbooks supplied** by the Madison Area Electrical Joint Apprenticeship and Training Trust Fund (MJATT). Amounts reimbursable include only the actual tuition paid for the course. Parking fees, late fees, and similar charges are costs that are not eligible for reimbursement.

**Limitations:**

1. Apprentice must be a participant of the Madison Area Electrical (IBEW Local 159) Joint Apprenticeship & Training Trust Fund.
2. A course must be completed with a passing grade (of 75% or higher) for consideration of reimbursement. The apprentice will be responsible for any textbook cost 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 tuition for the repeated course will not be reimbursed.
3. A course must be completed with perfect attendance (zero absences allowed, excused or unexcused).\*\*\*
4. Apprentices must prove that they remitted payment of all tuition and fee monies due to Madison Area Technical College (MATC) on a timely basis. Timely basis is defined as final payment being made prior to Madison College established deadlines.
  - **Consult Madison College policies for current date.**
  - Any requests that are not accompanied with documentation proving timely remission of MATC tuition and fees **will not** be considered for reimbursement.
5. Grades, proof of payment of tuition and a written request must be submitted to the MJATT office by the following deadlines:
  - **March 1<sup>st</sup>** – for courses taken anytime from the previous July 1 through December 31, including first semester courses at MATC.
  - **August 1<sup>st</sup>** – for courses taken anytime from the previous January 1 through June 30, including second semester courses at MATC.
  - Any reimbursement requests received beyond the deadline **will not** be considered for reimbursement.

**To Request Reimbursement:**

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

1. Proof of payment of tuition as follows: Submit a **Student Account Summary** from MATC (or other training provider) **listing the course title, the cost of each course individually, and the date on which payment was made.**
  - a. If the account summary does not show payment of these course fees, then it must be **stamped** “Paid” by the Bursar’s Office with the **date of payment listed**. (For MJATT sponsored courses, CPR/First Aid, NFPA 70E, etc., submit a copy of the payment receipt or cancelled check.)
2. A **Grade Report** or **Student Transcript** from MATC (or other training provider) showing final grade(s). A copy of the completion card(s) or certificate(s) for CPR/First Aid, OSHA, NFPA 70E, or other courses.
3. A written request stating which course(s) to reimburse, current address and telephone number.
4. First and Second Year Construction apprentices and First Year Voice Data Video (Telecommunication) apprentices seeking full reimbursement (without book costs deducted) must complete and properly submit a **“First and Second Year Construction/First Year Voice Data Video Apprentice Reimbursement Request Form”**\*\*\* (see the following page for additional details). If this form is not completed or is not submitted with the request for reimbursement, the apprentice will not be eligible for full reimbursement (without book costs deducted), but the apprentice may still be eligible for reimbursement of tuition **less the cost of books paid by the MJATT.**

Failure to properly submit all of the above documents will result in a delay and/or denial of tuition reimbursement.       (Continued on next page)

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**First and Second Year Construction/First Year Voice Data Video Apprentices Only:**

In addition to the tuition guidelines and policies listed above, First and Second Year Construction Apprentices and First Year Voice Data Video (Telecommunication) Apprentices who fulfill the following three criteria are eligible for additional support from the MJATT for their Paid Related Instruction (day school): perfect Related Instruction (PRI & URI) attendance throughout the semester (zero absences allowed, excused or unexcused)\*\*\*, perfect record-keeping (no late time cards), and a minimum exam average of 85% or higher. If a First or Second Year Construction Apprentice or First Year Voice Data Video (Telecommunication) Apprentice fulfills the above three criteria and properly requests reimbursement for dayschool tuition paid on a timely basis, (including using the **First and Second Year Construction/First Year Voice Data Video Apprentice Reimbursement Request Form\*\*** – copy attached), the Apprentice will be eligible for consideration for reimbursement of such – **without deducting the cost of books from the tuition fees paid**. This opportunity is available only to First and Second Year Construction Apprentices and First Year Voice Data Video (Telecommunication) Apprentices and it is only available if the above conditions are met. If these conditions are not met, the apprentice may still be available for reimbursement of the day school course completed, but any reimbursement thereof would be calculated by deducting the cost of books/course materials for the applicable courses.

**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. If the cost of the textbook supplied by MJATT exceeds the cost of the course, the reimbursement request will be tabled and held until reimbursement is requested for the next class. For example, for School Year 12-13, the course fees for Tech Elect 5 were \$164.00, but the textbook cost (used for both Tech Elect 5 and 6) was \$255.00. A request for reimbursement of Tech Elect 5 for School Year 12-13 would be tabled and held until a complete reimbursement request for Tech Elect 6 is received.
3. The request will be presented to the MJATT 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.

**NOTE:**

\* **All courses must be pre-approved. Courses sponsored by the committee have been pre-approved. If an apprentice has questions or is unsure of pre-approval, the NECA-IBEW Apprenticeship and Training office should be contacted to determine which courses have been pre-approved by the MJATT Committee.**

\*\* **You may also find the First and Second Year Construction/First Year Voice Data Video Apprentice Reimbursement Request Form at [www.wijatc.org](http://www.wijatc.org).**

\*\*\* **Any absence(s) from Related Instruction (Paid/PRI or Unpaid/URI) will void eligibility for reimbursement only for the course(s) in which the absence(s) occurred.**

**Approved February 16, 2017, this revised Tuition Reimbursement Policy Statement shall supersede all previous MJATT Construction (Inside) and Voice Data Video (Telecommunication) Apprenticeship Tuition Reimbursement Policies.**