

Kenosha Area Electrical Joint Apprenticeship and Training Trust
Tuition Reimbursement Policy – Apprentices

All Apprentices who are participants of the Kenosha Area Apprenticeship & Training Trust Fund (KJATT) are eligible for consideration of financial reimbursement for their Paid Related Instruction (PRI/day school) courses* completed, passed and paid for. 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 Kenosha Area Electrical Joint Apprenticeship & Training Trust Fund.
2. Apprentices must complete the Paid Related Instruction (PRI) curriculum with a passing grade (of a “B” or higher) for consideration of reimbursement. The apprentice will be responsible for any course 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 course fees for the repeated curriculum will not be reimbursed (for any of the attempts).
3. Apprentices must prove that they remitted payment of all tuition and fee monies due to Gateway Technical College (GTC) on a timely basis. Timely basis is defined as final payment being made prior to Gateway Technical College’s established deadlines.
 - **Consult Gateway Technical College policies for additional information.**
 - Any requests that are not accompanied with documentation proving timely remission of GTC tuition and fees **will not** be considered for reimbursement.
4. Grades, detailed proof of payment of tuition, and a written request must be submitted to the KJATT office within sixty (60) days of the Paid Related Instruction (PRI) course conclusion.
 - Any reimbursement requests received beyond the deadline **will not** be considered for reimbursement.
5. Apprentices must maintain perfect attendance (no unexcused absences**) throughout the semester of Paid Related Instruction (day school) in which they are requesting reimbursement.
6. Apprentices must be current*** with all monthly Work Report Time Cards per the Kenosha Area Electrical (Construction) Joint Apprenticeship Committees (JAC) Record-Keeping Policy (no missing time cards).

To Request Reimbursement:

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

1. Proof of payment of tuition as follows: Submit a **Student Account Summary** from GTC (or other training provider) **listing the course title, the cost of each course individually, the date on which payment was made, and the amount of payment.**
 - 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.**
2. A **Grade Report** or **Student Transcript** from GTC (or other training provider) showing final grade(s).
3. Apprentices seeking reimbursement must complete and properly submit a **“Kenosha 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 tuition reimbursement. (Continued on next page)

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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 KJATT 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:

For purposes of this policy, textbook (books, texts, etc.) fees shall include the NJATC issued: Textbooks, Workbooks, and Learning Management System (LMS) Student Fees for the curriculum covered in Paid Related Instruction (day school) as determined by the Kenosha Area Electrical Joint Apprenticeship Committee (JAC).

- * **All courses must be pre-approved. All Paid Related Instruction (PRI/day school) 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 KJATT Committee.**
- ** **Absences are determined to be “excused” or “unexcused” only by the KJATT Committee, on a case by case basis. All preplanned absences must be pre-approved by the KJATT Committee.**
- *** **Apprentices must be current with all monthly Work Report Time Card submittals (all time cards submitted to the committee). If an apprentice is not current with all time cards when their request is reviewed, the committee will deny the reimbursement due to non-compliance with the Record Keeping provision of the policy. (For Example; if your request is reviewed on January 15, 2018, all time cards up to and including December 2017 must be submitted).**
- **** **Kenosha Area Electrical JATT Apprentice Reimbursement Request Form is available at the office of IBEW Local 127, the NECA-IBEW Apprenticeship and Training Office, or online (www.wijatc.org).**

APPROVED: February 13, 2018

Effective March 1, 2018, this revised Tuition Reimbursement Policy Statement shall supersede all previous KJATT Apprenticeship Tuition Reimbursement Policies.