

Kenosha Area Electrical Joint Apprenticeship & Training Trust
Apprentice Reimbursement Request Form

Printed Name

Current Address City State Zip

Current: Phone Number(s) E-mail Address

Signature Date

For All Apprentices in Paid Related Instruction/Day school:

Please indicate that you have fulfilled the following requirements for your reimbursement request by **initialing to the left of each item:**

_____ 1. I hereby attest that I have met the following requirements for the requested semester of Paid Related Instruction (day school), and I am requesting reimbursement of the full amount of tuition paid for the completed semester of day school:

- Perfect day school attendance in the completed semester (no unexcused absences),
- Compliance with record-keeping policy (no missing time cards),
- A final Paid Related Instruction (day school) grade of a "B" or higher,
- Payment of tuition fees in accordance with GTC Payment Policies, and
- Submittal of the request is within 60 days of the course end date.

Please indicate that the following items are attached by **initialing to the left of each item:**

_____ 2. Proof of payment (as described in the tuition reimbursement policy)

_____ 3. Proof of completion (as described in the tuition reimbursement policy)

Comments (Optional) -

Approved February 13, 2018

Effective March 1, 2018, this revised Tuition Reimbursement Request Form shall supersede all previous KJATT Tuition Reimbursement Request Forms.