

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

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Printed Name

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Current Address

City

State

Zip

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Current: Phone Number(s)

e-mail

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Signature

Date

**For First & Second-Year Construction Apprentices/First-Year Voice Data Video Apprentices:**

Please indicate which of the following (1. or 2.) applies for your reimbursement request by **initialing to the left of either 1. OR 2.** Please also complete **Items 3. AND 4.**

\_\_\_\_\_ 1. I hereby attest that I have met the following three 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 Related Instruction attendance in the completed semester (no absences),

Perfect compliance with record-keeping policy (no late time cards),

A minimum exam average of 85% or higher, and

Payment of day school Tuition prior to Madison College established deadlines.

\_\_\_\_\_ 2. I hereby attest that I have not met one or more of the above requirements, therefore, I am requesting reimbursement of tuition paid less the cost of books purchased on my behalf.

**For All Apprentices, Regardless of Year in Program or Day school/Curriculum Level:**

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

\_\_\_\_\_ 3. Proof of payment (as described in the tuition reimbursement policy)

\_\_\_\_\_ 4. Proof of completion (as described in the tuition reimbursement policy)

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(Optional) - I am also requesting reimbursement for the following courses, for which proof of payment and proof of completion are also enclosed:

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