

**Racine Area Electrical Joint Apprenticeship and Training Trust
Book Fee Reimbursement Policy – Apprentices (Inside)**

All Apprentices who are participants of the Racine Area Apprenticeship & Training Trust Fund are eligible for consideration of financial reimbursement of half (1/2) the cost of approved Paid Related Instruction (day school) curriculum book fees* by the Racine Area Electrical Joint Apprenticeship and Training Trust Fund (RJATT). 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 reimbursement.

Limitations:

1. Apprentice must be a participant of the Racine 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 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 Racine Area Electrical Joint Apprenticeship and Training Trust Fund (RJATT) 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 RJATT 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 RJATT 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 compliance with the Racine Area Electrical (Construction) Joint Apprenticeship Committees (JAC) Record-Keeping Policy (no late time cards).
6. Apprentices must maintain perfect attendance (no unexcused absences**) throughout the semester Paid Related Instruction (day school).
7. Apprentices must attend a minimum of one (1) RJATT approved*** volunteering opportunities per semester.

To Request Reimbursement:

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

1. A copy of the payment receipt or cancelled check from RJATT (or other training provider) **listing the date on which payment was made.**
2. A **Grade Report** or **Student Transcript** from Gateway Technical College (or other training provider) showing final grade(s).
3. Apprentices seeking reimbursement must complete and properly submit a “**Racine 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.
4. Apprentices seeking reimbursement must complete and properly submit documentation of a minimum of one (1) RJATT approved*** volunteering opportunities per semester.

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

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Apprentices entering the First Year Paid Related Instruction (day school) only:

In addition to the guidelines and policies listed above, the Racine Area Electrical Joint Apprenticeship and Training Trust Fund (RJATT) will purchase the First Year Paid Related Instruction (day school) curriculum books for all apprentices entering the First Year Paid Related Instruction (day school) course. In the event that the apprentice fails to complete the course, the committee will invoice the apprentice for the associated book fees*.

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 RJATT 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 issued Textbooks, Workbooks, and Learning Management System (LMS) Student Fees for the curriculum covered in Paid Related Instruction (day school) as determined by the Racine Area Electrical Joint Apprenticeship Committee (JAC).
- ** Absences are determined to be “excused” or “unexcused” only by the RJATT Committee.
- *** All volunteer activities must be pre-approved. Volunteer activities sponsored by the committee have been pre-approved. If an apprentice has questions or is unsure of pre-approval, the IBEW Local 430 office or the NECA-IBEW Apprenticeship and Training Office should be contacted to determine which activities have been pre-approved by the RJATT Committee.
- **** Racine Area Electrical JATT Apprentice Reimbursement Request Form is available at the office of IBEW Local 430, the NECA-IBEW Apprenticeship and Training Office, or online (www.wijatc.org).

Effective September 10, 2015, this revised Book Fee Reimbursement Policy Statement shall supersede all previous RJATT Construction (Inside) Apprenticeship Reimbursement Policies.