

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

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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.