

Kenosha Country Area Electrical Joint Apprenticeship and Training Trust Fund Committee (JATT) Participant Course Reimbursement Policy

All journeyworkers, and apprentices (those who have fulfilled the minimum URI [night-school] requirement [150 hours],) are eligible for consideration of financial reimbursement for completed, approved courses that are not required to complete an apprenticeship.

Limitations:

1. The participant must be in attendance of the course for a minimum of ninety percent (90%) of the regularly scheduled class hours.
2. Proof of completion, proof of payment and a written request must be submitted to the Joint Apprenticeship & Training Trust Fund Committee (JATT), in care of its assigned agents (IBEW Local 127) within sixty (60) days of the final class date. Any submission received past sixty (60) days will not be considered for reimbursement.
3. Participants who qualify may receive reimbursement for all or a portion of course costs, but the amount reimbursed shall not exceed two hundred dollars (\$200) per course.
4. Participants who qualify may receive reimbursement for up to fifty percent (50%) of online (computer based) course costs, but the amount reimbursed shall not exceed two hundred dollars (\$200) per calendar year.
 - a. The committee will consider reimbursement for online courses provided that the course meets the following requirements: 1.) course must be preapproved by the JATT, 2.) course must be approved for State of Wisconsin Electrical CEU's, and 3.) course cannot be a course that is offered locally.

To Request Reimbursement:

Submit the following to: Kenosha Country Area Electrical JATT
 3030 39th Avenue
 Kenosha, WI 53144

1. A copy of the **Educational Course Attendance Verification** sheet or the Local 127 Course Completion Form.
2. A copy of the payment receipt or cancelled check.
3. A written request stating which course(s) to reimburse, and the requester's current address and telephone number.

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

Reimbursement Process:

1. Upon receipt of course reimbursement request, it will be date stamped. Requests must be submitted to IBEW Local 127 which will immediately forward it to the Coordinator's Office in Madison, for processing.
2. The Coordinator's Office will present the request to the Kenosha County Area Electrical JATT (Trust Fund Committee), at their next regularly scheduled meeting, for approval and authorization for reimbursement. To be placed on a meeting agenda, requests must be received at least two (2) weeks prior to the meeting date. Requests received after that deadline will be placed on the agenda for the following meeting. [Ex: for a JATT meeting that is scheduled for June 3, requests that are received on or prior to May 20 will be acted upon at the June 3 meeting. Requests received after May 20 will be acted upon at the July meeting.]
3. The committee will determine if the reimbursement request is valid based on the timely submittal of the proper paperwork and whether the course was authorized for the participant to attend.
4. If the committee approves reimbursement, a reimbursement check will be drawn and signed and the participant may select one of the two following methods of distribution and receipt: *a)* they may personally pick up the check at the IBEW 127 office, or *b)* they may have the check mailed to them via the U.S. Postal Service by the Coordinator's Office. Participants who do not indicate a preference for method of distribution will have their reimbursement checks mailed to them. Participants who indicate that they prefer to pick up their checks at the IBEW 127 office must do so before the next regularly scheduled JATT meeting is conducted. Failure to do so will result in their check(s) being mailed to them via the U.S. Postal Service.

NOTE: All courses must be pre-approved. Courses that are conducted or sponsored by the JATT committee or IBEW Local 127 are already pre-approved. Contact the IBEW 127 office (262-654-0912), or the Apprenticeship & Training Office (608.221.3321) to determine which courses are pre-approved by the committee.

Approved – 03.07.2017 Effective April 5, 2017, this revised Tuition Reimbursement Policy Statement shall supersede all previous Kenosha County Area Electrical JATT Tuition Reimbursement Policies.