

Racine 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 half of the book fees paid for the completed semester of day school:

- Perfect day school attendance in the completed semester (no unexcused absences),
- Perfect compliance with record-keeping policy (no late time cards),
- A final Paid Related Instruction (day school) grade of a "B" or higher,
- Payment of book fees prior to day school commencing, and
- Attendance at a minimum of one (1) approved Volunteering Opportunity per completed semester of day school.

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)
- _____ 4. Proof of volunteer activity (as described in the tuition reimbursement policy)

Comments (Optional) -
