

Western WI JATT
Western Wisconsin IBEW/NECA Joint Apprenticeship and Training Trust
Participant Course Reimbursement Policy

All IBEW Local 14 member participants are eligible for consideration of financial reimbursement for completed, approved courses.

Limitations:

1. The course must be approved for reimbursement prior to the member participant registering for the class.
2. The member participant must attend and complete 80% of the course curriculum.
3. Proof of completion, proof of payment and a written request must be submitted to the W.WI IBEW/NECA (IBEW 14) office within sixty (60) days of the final class date. Reimbursement Requests received past sixty (60) days will not be considered for reimbursement.

To Request Reimbursement:

Submit the following to: W. WI IBEW/NECA JATT
 IBEW Local 14
 9480 Hwy 53
 Fall Creek, WI 54742

1. A copy of the **Educational Course Attendance Verification** sheet, the IBEW 14 Course Completion Form, or Completion Certificate from certifying agency.
2. A copy of the payment receipt or cancelled check.
3. A written request stating the course or courses for which the reimbursement is being requested. Request must include the members NAME, 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.
2. The Trust representative will calculate the amount eligible for reimbursement.
3. The request will be presented to the Western WI JATT, at their next regularly scheduled trust fund meeting, for approval and authorization for reimbursement.
4. The Trustees will determine if the reimbursement request is valid based on the timely submittal of the proper paperwork and whether the course was authorized for member participant reimbursement.
5. If the Trustees approve reimbursement, the reimbursement check will be sent to the member by US Mail.

NOTE:

All courses must be pre-approved. Courses sponsored by the committee are already pre-approved. The IBEW Local 14 office should be contacted to determine which courses are pre-approved by the committee.