

Janesville/Beloit Area Electrical Joint Apprenticeship and Training Trust
Journeyworker Electrician/Apprentice Course Reimbursement Policy

All IBEW Local 890 Journeyworkers are eligible for consideration of financial reimbursement for completed, approved courses. Apprentices that have completed the Unpaid Related Instruction (night school) requirement are eligible for reimbursement of night school tuition.

Limitations:

1. The course must be pre-approved. (See Note)
2. The journeyworker must be in attendance of the course a minimum of 80%.
3. 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 agent, IBEW Local 890) within ninety (90) days of the final class date. Any requests received past ninety (90) days will not be considered for reimbursement.

To Request Reimbursement:

Submit the following to: Janesville/Beloit Electrical JATT
 17 S. River St.
 Janesville, WI 53545

1. A copy of the **Educational Course Attendance Verification** sheet, the Local 890 Course Completion Form (card) or course completion certificate.
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 mailing 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 receiving agent will calculate the amount eligible for reimbursement.
 - a. **Maximum \$50.00 per course completed.**
 - b. **Maximum reimbursable amount of two hundred dollars (\$200.00) per calendar year for each eligible participant (January 1 through December 31).**
3. The request will be presented to the Janesville/Beloit Area JATT, at their next regularly scheduled trust fund committee meeting, for approval and authorization for reimbursement.
4. 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 journeyworker to attend.
5. If the committee approves reimbursement, the reimbursement check will be sent to the journeyworker by US Mail.

NOTE:

All courses must be pre-approved. Courses sponsored by the committee are already pre-approved. The IBEW 890 office, or the Apprenticeship & Training Office (in Madison) should be contacted to determine which courses are pre-approved by the committee.

Effective September 24, 2014, this revised Tuition Reimbursement Policy Statement shall supersede all previous Janesville/Beloit Area Electrical JATT Tuition Reimbursement Policies.