

Journeyman Wireman Class Reimbursement Request

Must be accompanied by proof of payment* and course completion

Member Information

Name: _____
Address: _____
City, State: _____ Zip: _____
Phone: _____ Email: _____

Course Information

Course Name: _____
Course Description: _____
Completion Date: _____
% of Class Taken: _____ % of Test Scores: _____
Instructor: _____ Institution: _____

For Office Use

Date Received: _____ Approved: Y N
Date Reimbursed: _____

***Proof of payment requirement:**

An adequate copy of proof of payment is required to process any reimbursement request. The following will satisfy this requirement: receipt from the provider or a copy of the cancelled check. The check can be obtained from the bank or a printout from online. A copy of a *duplicate check* is not an acceptable form of proof of payment.

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

All journeyworkers are eligible for consideration of financial reimbursement for completed, approved courses.

Limitations:

1. The journeyworker must be in attendance of the course a minimum of 80%.
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 agent, IBEW Local 890) within sixty (60) days of the final class date. Anything received past sixty (60) 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 or the Local 890 Course Completion Form (card).
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.
2. The receiving agent will calculate the amount eligible for reimbursement.
 - a. Maximum \$50.00 per course completed.
3. The request will be presented to the Janesville/Beloit 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 Coordinator's Office (in Madison) should be contacted to determine which courses are pre-approved by the committee.

Effective January 12, 2006, this revised Tuition Reimbursement Policy Statement shall supersede all previous Janesville/Beloit Area Electrical JATT Tuition Reimbursement Policies.