

## IBEW LOCAL 127 Course Reimbursement Policy

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

### Limitations:

1. The member must be in attendance of the course a minimum of 80%.
2. The member must request reimbursement from the Kenosha JATC prior to submitting to the Local.
3. Proof of prior submission to the Kenosha JATC, proof of completion, proof of payment and a written request must be submitted to the office of IBEW Local 127 within sixty (60) days of the final class date. Anything past sixty (60) days will not be considered for reimbursement.

### To Request Reimbursement:

Submit the following to:

IBEW Local 127  
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, 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, (and other required documentation) it will be date stamped.
2. The committee will calculate the amount eligible for reimbursement.
3. The request will be presented to the Executive Board, at their next regularly scheduled 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 member to attend.
5. If the Executive Board approves reimbursement, the reimbursement check will be available to the member the week following the approval date.

NOTE:

All courses must be pre-approved.

Courses sponsored by the Apprenticeship Committee or the Local are already pre-approved.

IBEW Local 127 should be contacted to determine which courses are pre-approved by the Executive Board.

Adopted 6/3/04