

Local 102 JATC Tuition Reimbursement Program

In our continuing effort to deliver the most diverse training program in the industry, the Local 102 JATC has implemented a tuition reimbursement program. The mission of the JATC is to educate the membership of Local 102. We realize that it is impossible for our program to offer every possible training opportunity. For members who would like to pursue educational opportunities at other institutions the following guidelines have been established:

- **All classes must be submitted for approval prior to taking the course. Written approval must be obtained prior to enrolling or making payment for the course. Failure to obtain written approval may result in denial of reimbursement.**
- A Tuition Reimbursement Application must be filled out completely and submitted to the JATC for approval. Please attach all pertinent information such as a course description, course catalog, or a flyer describing the details of the course including costs.
- You must successfully complete the course in order to be reimbursed. If a letter grade is given you must receive an A, B, or C. Proof of completion and proof of payment must be submitted to the JATC before a reimbursement will be processed.
- Courses must be related to the electrical industry. This shall be determined by the trustees of the Local 102 JATC.
- Tuition may be reimbursed up to 75% of the tuition. The JATC will not pay for books or other course related material.
- The JATC reserves the right to deny applications.
- This program, at the discretion of the JATC, may be discontinued at any time.
- You must be a member in good standing to participate in this program.
- No course will be approved that is currently offered by the Local 102 JATC or its affiliates.
- The JATC meets on the second Tuesday of each month.



IBEW Local 102 JATC Tuition Reimbursement Application

50 Parsippany Road
Parsippany, NJ 07054

Phone: 973-428-2848
Fax: 973-428-2939

Reimbursement Form must be submitted for approval prior to taking courses.

Reimbursement for courses will not exceed 75% of the total tuition. Please submit all supporting documentation with your application. (Course description, catalog, flyer, etc.)

Please list course/courses to be submitted for approval. Please note that all courses must be satisfactorily completed to qualify for reimbursement. If letter grades are given you must receive an A, B, or C to be reimbursed. Official documentation providing proof of completion must be provided to the JATC before reimbursement is processed.

The JATC reserves the right to deny any application. You must be a member in good standing to participate in this program. *You must receive written approval prior to enrolling or paying for a course.*

Name:

Card Number:

Course Name	Institution	Start Date	End Date	Amount of Tuition

Application approved by:

Trustee Signature: _____

Date:

Trustee Signature: _____

Date:

Reimbursement approved by:

Trustee Signature: _____

Date:

Trustee Signature: _____

Date: