

ABC of Iowa Apprenticeship and Training Trust

NEW OR TRANSFERRING STUDENT

REGISTRATION CHECKLIST & INSTRUCTIONS

****PLEASE ONLY USE THESE CURRENT FORMS FROM ABC-DO NOT USE OLD FORMS****

2024-2025 Class Registration Form (1 per company)

Multiple apprentices from the same company can be registered on one form. This form is designed to be filled out electronically. When filled out electronically, the form calculates tuition and fees using the selections made in the form.

2024-2025 Apprentice Profile Form (1 per apprentice)

This form is designed to be filled out electronically. You can easily tab through all the required fields to enter the information. Some fields have drop-down menus or checkboxes to easily make selections. Once all is completed, save the file and submit it with your registration.

If you need the apprentice to complete the information. Please email the file to them so they can complete the information, save it, and email it back to you to be submitted with your registration.

For signatures you can use the PDF fill and sign tool if you have a digital signature saved to your computer or device. If you do not, you can fill out the form and then print and sign it prior to submitting your registration.

Sponsoring Employer Acceptance Agreement (1 per company, per trade)

This form needs to be completed by the employer every year, for each trade in which the company has a registered apprentice.

Winter registration closes on December 4th.

Email completed registration forms to andrea.sheaffer@abciowa.org

ABC of Iowa Apprenticeship and Training Trust
3100 SE Enterprise Dr.
Grimes, IA 50111





PAYMENT TERMS AND REFUND POLICY

PAYMENT POLICY

100% of all tuition, book and registration fees must be paid at the time of registration. Apprentices will not be registered in class until all completed paperwork and payment are received in our office.

LATE FEE ASSESSED

Late fees will be assessed if we have not received all required documentation and full payment prior to the deadline. Late fee is \$100 per apprentice.

REFUND POLICY

Unenrolling an apprentice prior to the registration deadline, you will receive a full tuition and book refund. Unenrolling an apprentice after the registration deadline, you will receive half full tuition and book refund. If the apprentice Termination form is received after the class has started, no refund will be issued.

If a change occurs before the first day of class with an apprentice's status from audit to IOA apprentice, we can give a refund for the price difference. Once a student attends the first day of class as an audit student if a status change occurs from audit to IOA apprentice, we can NOT give a refund for the difference.

The Enrollment fee is non-refundable.

AUDIT STUDENT PAYMENT

Additional fees may be applied to apprentices outside of your ratio for your specific trade per IOA standards (\$300 per audit student)

Links about VA education and training for any Veteran or eligible dependent inquiring about VA education benefits.

Education and training: <https://www.va.gov/education/>

How to apply for benefits: <https://www.va.gov/education/how-to-apply/>

About 1/3 of the way down the page is a blue rectangular button labeled "Apply for education benefits".

Clicking this button will begin a series of prompts, leading the Veteran to the appropriate application form.

Check post-9/11 GI Bill Statement of Benefits: <https://www.va.gov/education/check-post-9-11-gi-bill-benefits/>

Veteran Readiness and Employment (Chapter 31): <https://www.va.gov/careers-employment/vocational-rehabilitation/>

Survivors' and Dependents' Education (Chapter 35): <https://www.va.gov/education/survivor-dependent-benefits/>

Education benefit rates: <https://www.va.gov/education/benefit-rates/>