

KEES Registered Apprenticeship

Expense Reimbursement Request

Kentuckians who have an unexpired KY Educational Excellence Scholarship (KEES) award and are participating in registered apprenticeship programs may submit this form to request reimbursement of apprenticeship expenses. Approved expenses include items such as tuition, books, required tools, uniforms,

safety equipment, licenses, and travel. The total reimbursed each year cannot exceed the total KEES earned while in high school.

Note - A KEES Registered Apprenticeship Pathway Selection Form, available at www.kheaa.com, must be on file with KHEAA before reimbursement is requested. You may contact KHEAA at (800) 928-8926 ext. 67397 to check your status.

To request reimbursement for apprenticeship expenses, complete this form and return it, along with dated and itemized receipt of the items purchased, to the following address:

KHEAA Attn: KEES Registered Apprenticeship P.O. Box 798 Frankfort, KY 40602-0798

Requests for the period ranging from June 2022 to May 2023 must be postmarked on or before June 15, 2023. Additional request forms may be completed and submitted as needed.

(Please print legibly)			
Apprentice Name	Last Four of SSN	Phone ()
Apprentice Address	City	State	Zip
Apprentice Email	Apprentice Daily Worksite C	City	State
Employer/Sponsor Name	Employer Phone ()		
Employer/Sponsor Mailing Address	City	State	Zip
Item Purchased	Store/Place Where Purchased	\$	
	TOTAL AMOUNT REQUESTED	\$	
Certification and Signature (required)			
Apprentice: I certify I purchased the items listed	above to satisfy the requirements of my re	egistered apprentio	ceship program.
Apprentice Signature		Date	
Employer/Sponsor Representative: I certify the of the apprentice's program.	purchased items listed above are required	for participation i	n and completion
Employer Representative's Name (print)			
Employer Representative's Signature		Date	