



KEES Registered Apprenticeship Pathway Selection Form

KEES-eligible students participating in approved registered apprenticeship programs have the option to request reimbursement of apprenticeship expenses from their KEES earnings. Approved expenses include items such as tuition, books, required tools, uniforms, safety equipment, and licenses. A travel allowance of up to \$250 per semester may also be requested. The total amount reimbursed each year cannot exceed the total KEES earned while in high school.

Registered apprentices wanting to participate in the reimbursement program must opt in by selecting the reimbursement pathway from the choices below and returning the form to KHEAA. Any registered apprentice, who fails to submit this form, will automatically be placed in the traditional KEES pathway. The completed form should be sent to the following address:

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

STEP 1: Indicate your payment preference by clearly marking the box next to the pathway you want to use.

- Traditional pathway** – Funds will be paid directly to the apprentice’s KEES-participating college or university following verification of enrollment from the institution. Funds will NOT be reimbursed to the registered apprentice by KHEAA.

- Registered Apprenticeship Reimbursement pathway** - Funds will be paid directly to the apprentice following KHEAA’s receipt of both a reimbursement request and proof of purchase by the apprentice.

STEP 2: Registered Apprentice information (please print legibly)

Last Name: _____ First Name: _____ Middle Initial: _____
Registered Apprentice Number: _____ Birthdate: _____ SSN: _____
Mailing Street Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____ Phone: (_____) _____

STEP 3: Read the following statement. Then sign and date below to signify your understanding of the terms.

I understand that by selecting the Registered Apprenticeship Reimbursement pathway my postsecondary institution will not receive any KEES funding from KHEAA, and I will be responsible for making payment to the institution. I also understand the reimbursement amount I can request each year is limited and can be up to, but not go over, the total KEES I earned while in high school; and that I may only be reimbursed for approved expenses for which I have first paid out-of-pocket. I understand that I must submit documentation to KHEAA such as a reimbursement request form and proof of purchase in order to receive reimbursement. Should I change my mind about the KEES pathway I have selected, I acknowledge that I have the ability to request a one-time change to my KEES pathway by submitting a statement in writing to KHEAA, and once approved the change will take effect with the next academic year.

Registered Apprentice Signature: _____ Date: _____