



FLORIDA ELECTRICAL APPRENTICESHIP ASSOC., INC.

## APPRENTICESHIP SERVICE INSTRUCTION GUIDELINES

### SERVICE INSTRUCTIONAL FEE

The cost of service instructional fee is \$ **500.00** per year/per apprentice. In order to comply with our standards set by the Apprenticeship Office of the Division of Workforce Education, the contractor is considered the **sponsor** of the apprentice. Therefore, the financial support is looked upon as coming from the contractor. Invoice is due upon receipt.

### BOOKS AND MATERIALS

Contractors are urged to discuss with their employees prior to school enrollment their company's policy concerning texts and materials. Students are required to have current textbooks as well the most current NEC Code book for each year throughout apprenticeship. The costs for textbooks vary from year to year and may be found on our website at [www.fea.net](http://www.fea.net).

### DISCOUNTS

Florida Electrical Apprenticeship Assoc., Inc. offers a 10% discount to all contractors sponsoring 10 or more apprentices.

### SERVICE INSTRUCTIONAL CREDITS

If an apprentice withdraws from school or leaves your employment within thirty (30) days of the beginning of the school year, no tuition will be due. **After the first completed month of classes there can not be a refund of money.** However, if the apprentice withdraws or leaves your company prior to January 2, of the current school year, for any reason **other than dismissal for non-compliance** a fifty percent (50%) of the instructional fee will be credited to your account for future use. This credit is indefinitely, and can be applied toward any class year in the program.

The final credit if applicable will be determined by the executive director of the program.

PLEASE NOTE: All discounts and credits apply only to the **service instruction payments** not textbooks.