



TUITION REIMBURSEMENT PROGRAM

Fiscal Year 2016-2017

Program Guide for TWU Local 100 Members

Introduction

The TUF Tuition Reimbursement Program is an initiative of the TWU Local 100 Training and Upgrading Fund designed to support members in their pursuit of educational advancement through certificate and/or degree programs.

This guide will explain the Program, and the application and reimbursement process.



Please read this guide in its entirety. It contains the information that you will need to know in order to apply for the Program. Participation in this Program is on a first come first served basis and is subject to the availability of funds.

Also, please be aware that you are REQUIRED to have an email account in order to apply. Email is our primary means of communication with all applicants.

Failure to abide by the guidelines of the Program may result in a denial or delay in benefits. Please adhere to Program deadlines.

In addition to this guide, you will need to obtain the Program Application, which is available on our website, in order to apply for the Program:

TUF Website: www.twulocal100tuf.org

For questions about the program:

Email: tuition@twulocal100tuf.org or call (718) 780-8700.

Eligibility Quick Facts:

Why can't you be enrolled in any other TUF Tuition Assistance Programs?

Because Tuition Reimbursement funds are limited, every effort has to be made to ensure that TUF is supporting as many members as possible in their pursuit of educational advancement.

What if you are not enrolled in a degree or certificate program?

You can take individual courses that are not a part of a degree or certificate program if that individual course is related to your current or potential job responsibilities, and is not a course being currently offered by TUF.

Is your spouse or child(ren) eligible for this Program?

No. At this time this Program is for TWU Local 100 members only.

SECTION A: ELIGIBILITY

You are eligible to apply if the following is true:

- ✓ You are a TWU Local 100 member and you have completed one year of probation. **You must be in good standing with the Union.**
- ✓ You are not enrolled in any other TUF programs that offer Tuition assistance (ie. STEP)
- ✓ You must be enrolled in a course at an accredited institution. (The course(s) must be offered by a college, university, trade, technical or vocational school accredited by the appropriate Regional Association of Colleges and Secondary Schools or the State Board/ Department of Education. Schools accredited by a professional or educational society or association will be considered if accreditation is the result of a formal evaluation process.)
- ✓ You are enrolled in any of the following types of courses:
 - A required course within an approved degree program; or
 - An elective course within an approved degree program; or
 - An individual course required to obtain or maintain a professional certification or license, provided the certification or license is directly related to the employee's job responsibilities; Or an individual course that is related to the employee's current or potential job responsibilities but is not offered by TUF; or
 - A program to help an individual prepare for an examination leading to professional certification or licensing; or
 - An online course that is required to retain certification or licensing.

Program Quick Facts

Is funding guaranteed with a completed application?

NO. Submitting a completed application does not guarantee acceptance into the program. Distribution of funding is contingent upon the number of applicants and the amount of funds available.

What happens if the class costs more than \$3,000?

TUF will not reimburse costs that exceed \$3,000. It is the member's responsibility to determine cost when enrolling in an educational program.

SECTION B. PROGRAM DETAILS

The Program reimburses members up to \$3,000 per fiscal year (July 1-June 30th) for approved courses/programs. Reimbursement is only for expenses of the courses (and appropriate fees) that are directly related to the member's current title or to a possible job title within the MTA and TWU Local 100 Collective Bargaining Unit.

Members must receive a grade of C- or better (for undergraduate studies) or B- or better (for graduate studies) in order to be reimbursed by the fund. If the class is taken as pass/fail, then the member must receive a passing grade.

If a member has received financial support (in the form of grants or scholarships) from additional sources, members will only be reimbursed after all other means of financial support have been applied to the account. The Fund will cover the remaining balance of tuition and applicable fees. **You are not required to apply for additional financial support.** The chart below indicates those fees/costs that are and are not covered by the Program. This list is not meant to be exhaustive, as there are some fees that will have to be handled on a case by case basis.

Fees/Costs Covered	Fees/Costs NOT Covered
*Application Fees	*Courses that are not related to the work of the Authority
*Registration Fees	*A grade of D+ or less for undergraduate courses, C+ or less for graduate courses, or a grade of Fail in a Pass/Fail Course.
*Laboratory Fees (Not supplies)	*Textbooks or publications
*Student Activity Fees	*Equipment or Supplies
*Graduation Fees	*Late registration, parking fees, or penalties of any kind
*Fees for examinations to maintain professional licenses or certifications	*Deferred payment costs including, but not limited to interest charges, penalties or other fees.
*Tuition or costs for review courses for examinations (If member needs to take the same review course more than once, the member will only be reimbursed for the first course)	

Instructions Quick Facts

Can I apply without being enrolled in school?

The supporting documentation needed requires that you be enrolled in school before applying to the TUF Tuition Reimbursement Program.

If I meet the eligibility requirements and I apply for the program, am I guaranteed funding?

No. Funding for the program is never guaranteed. **Acceptance into the program is on a first come first served basis and is subject to funding availability.** Once accepted into the program, reimbursement is subject to receiving a passing grade and providing proof of payment by the stated deadline.

SECTION C. HOW TO APPLY

Step 1: Read this Program Guide thoroughly (Including Application Instructions found in Section D of this document).

Step 2: Complete the Tuition Reimbursement Program application that is available on the TUF Website. Once completed, print or submit application and gather the supporting documentation from Checklist A (see Section D of this document) and **hand-deliver** all materials to the TUF Office. **You have 45 days from the start of your course to submit your complete application packet. But please keep in mind that enrollment in this Program is on a first come first served basis and is subject to the availability of funding.**

Step 3: Within 5-7 business days, you will receive an e-mail you to notify you of the status of your application (Statuses: Incomplete, Conditional Approval, Waitlisted, or Denial). If your application is incomplete, you will be notified as to the corrections that are needed. If you receive conditional approval, you will be given the deadline by which you will need to submit your final documentation for payment. If you are denied, you will be given the reason for your denial. If your application is waitlisted, this means that participation will be subject to the availability of funds. If funds become available, you will receive an additional email informing you of your conditional acceptance into the Program.

Step 4: Submit grades and proof of final payment within 90 days of the end of your class. Please refer to Checklist B (see Section D of this document) for the supporting documentation that is needed. Grades must be listed on an official transcript or report. Copies are not allowed. You must provide a Bursar's receipt or comparable item to show that the class has been paid in full in addition to an itemized statement of cost. **Supporting documentation must be hand delivered to the TUF office.**

Final Step: Within 45 days of verifying your grades and payment receipt, you will receive reimbursement from TUF for all approved costs up to the maximum amount indicated.

Application Quick Facts

Is it possible to be approved for Tuition Reimbursement before enrolling in school?

Unfortunately, in order to apply for the Tuition Reimbursement Program, you must already be enrolled in school. Proof of enrollment is one of the criteria for acceptance into the Program. Once a member applies for the Program, they will be notified of the status of their application within 5-7 business days.

Can you mail or fax in your supporting documentation?

Yes. A TUF staff member needs to ensure that you have submitted the proper documentation. Reimbursement is subject to the timely submission of documentation.

How many members will be approved for the Program?

The number of members approved will be based upon the amount of funds available per fiscal year. Please note that funding is on a first come first served basis.

SECTION D: APPLICATION INSTRUCTIONS & CHECKLIST

The information below will assist you when completing the application for the TUF Tuition Reimbursement Program. The application can be found on the TUF website.

Part 1: Member Information

Members applying for the Program must complete all fields in Section 1 of the Application. Preferably, please provide a cellular number as your primary phone number. All applicants are **REQUIRED** to have an email address in order to apply for the program. If you do not have an email account, you must obtain one before you submit your application. Most of the communication with you will be done via email. Applicants must check their email on a consistent basis for updates and other pertinent information.

Part 2: Program Information

- A. **Type of Institution:** Select the type of institution you will attend from the drop down menu. If you do not see an option that best describes the institution, select “other” and provide a description of the institution in the field provided.
- B. **Type of Course:** Select the type of course from the list in the drop down menu. If you do not see an option that describes the type of course, select “other” and then fill in the type of course in the field provided.
- C. **Course Start and End Date:** Please indicate the start and end date of your course(s) that you are requesting tuition reimbursement for. If you are taking multiple courses that start and end on different dates, please indicate in the Start Date field the course that begins FIRST; and indicate in the Course(s) End field the end date of your LAST class.
- D. **Field of Study/Major/Certification:** Identify the subject matter that you intend to study. Examples include: Engineering, Technology, HVAC Certification, etc.
- E. **Website:** Please provide the web address of the institution.
- F. **Name of Institution:** Please provide the full name of the Institution that you plan to attend.
- G. **Address of Institution:** Please provide the address of the institution that you plan to attend. If the institution has multiple addresses, provide the address for the one that you will attend (if applicable).
- H. **Describe how the course relates to your job:** Please provide a brief justification of how the chosen course of study relates to your current job or a potential job within transit. TUF Staff will not accept an

What documents should accompany the application?

See Checklist A below.

Checklist A

- Completed Application (Completed online)
- Official Proof of enrollment (ie. Class schedule, unofficial transcript, school i.d.)
- Tuition and other fee breakdown

Once I complete the course, what documentation will be needed?

See Checklist B below.

Checklist B

- Proof of Payment such a bursar's receipt
- An itemized breakdown of costs including tuition and all fees incurred.
- Verification of a satisfactory grade:
 - Original transcript* or grade report indicating a grade of C- or better for undergraduate courses, a grade of B- or better for graduate courses, or a grade of "Pass" in a Pass/Fail course.

application if this box is not complete and your application will be returned to you. Sentences such as "This class will help me perform on my job" are not acceptable. We are looking for specific information such as, *"As an HVAC technician, it is important that I brush up on my electrical skills. So I am taking a class in electronics in order to better equip me for my position."*

Part 3: Additional Support

Members are not required to apply for scholarships or grants. However, if you do receive this type of support, TUF will only reimburse for the portion of expenses that are not covered. In this section you are required to identify whether or not you are receiving tuition assistance from any other source.

Part 4: Course Information

Please list your course information as it appears in your course catalogue (if applicable), website, or any documentation you received regarding the course. TUF will verify the information that you provide. If your class meeting times and dates varies each week (as opposed to a set schedule), leave the designated sections blank.

Each course must be listed on separate lines with the total cost of tuition for that particular course.

Part 5: Certifications

You must read both statements and check both boxes. If you fail to complete the certification, TUF staff will not accept your application and will return it to you.

Once you complete all 5 sections, submit the application. You will receive an email verifying your submission, but your application will not be considered complete until you hand deliver all supporting documentation to the TUF office.

[Click here to Apply](#)