

Operating Procedure

Title: **TUITION REIMBURSEMENT POLICY**
Effective Date: September 1, 1983
Revised Date: March 1, 2012

Number: **21-002**
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A. POLICY

1. Educational expense reimbursement is provided by Metro-North ("MNR") to encourage the professional development of its employees and enhance the capabilities and competency of the workforce. Reimbursement by the Company is discretionary, and does not guarantee promotion, transfer or continued employment. The reimbursement limit is \$4,000 per calendar year based upon the start date of the courses identified on the application.
2. Reimbursement is available to all full time employees of MNR in active pay status who have completed, by the date on which the course begins, at least six months of continuous service at MNR and any MTA agency, or the probationary period specified in their craft agreement, whichever is longer. It is not available to persons hired on a seasonal, temporary, per diem or part-time basis. Previously-approved reimbursement may be canceled where an employee fails to maintain his/her employment in good standing as to attendance or performance.
3. To qualify for reimbursement, individual courses must be directly related to the employee's current or potential job responsibilities. Degree programs must be relevant to MNR or MTA's business. Qualifying course work includes:
 - a. course work required to earn an approved Associate's, Bachelor's or graduate degree;
 - b. Individual relevant courses;
 - c. Courses taken to obtain or maintain relevant professional certifications or licenses;
 - d. Programs to prepare for an exam leading to professional certification or licensing.
4. Courses must be taken at two or four year colleges or universities, or trade, technical or vocational schools which are accredited by the appropriate Regional Association of Colleges and Secondary Schools, a State Board or Department of Education, a comparable educational association, or a professional society or association. Independent home study programs and courses delivered electronically, e.g., via the Internet, as well as home study courses required to retain certification or licensing, may qualify for reimbursement.
5. Reimbursement will be provided for courses only when the following grades have been attained: C minus or better for undergraduate courses and B minus or better for graduate courses, or when the license or certificate has been obtained. A grade of "pass" or notice of successful completion will be accepted only if no letter grades could be awarded for the course.
6. The employee assumes all financial obligations related to the program or courses unless and until approval is granted. Employees must apply for assistance no later than two weeks prior to registration and, in any case, must secure approval within 60 days of registration.
7. Subject to approval and the monetary limit identified in A.1., employees will be reimbursed for:
 - a. Tuition for approved courses;
 - b. Fees for approved courses, including application, registration, laboratory, student activity, facility use or access and graduation;
 - c. Tuition for review courses for examinations leading to relevant professional licensing or certification. Reimbursement will be permitted only once during the certification period.
 - d. Fees necessary to take an examination to obtain or maintain relevant professional licenses or certifications. Reimbursement will be permitted only once during the certification period.



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8. No reimbursement will be available for:
 - a. Textbooks or publications, equipment or supplies;
 - b. Late registration, parking fees or penalties of any kind;
 - c. Costs for items such as dropping a course or reinstatement except as set forth A. 11, below;
 - d. Deferred payments or costs associated with them, including but not limited to interest charges, penalties or other fees;
 - e. Miscellaneous items, including but not limited to copying/reproduction, typing, Internet access fees and telecommunication charges.
9. An employee who receives educational assistance from other sources (e.g., a scholarship, financial aid or veteran's benefits), must notify the Company of such assistance. The Company will reimburse for costs remaining after all assistance has been applied.
10. Class attendance and study must occur on the employee's own time; courses or programs requiring the employee to take a leave of absence for full-time education are not eligible for reimbursement.
11. An employee is only eligible for reimbursement for courses completed prior to termination or separation from employment. Reimbursement will not be made if, before completion of the courses, the employee's employment is terminated or the employee resigns or retires. An employee whose employment is terminated because of reasons such as organizational restructuring, consolidation, budget reduction, serious illness or disability will remain eligible for approved courses already completed or in progress on the date that the personnel action is taken. If an employee must withdraw from a course because of a reassignment or transfer required by MNR which makes class attendance by the employee impossible or impractical (e.g., a change in the employee's work hours), MNR will reimburse the employee for all costs associated with the affected course.
12. An employee who transfers from another MTA agency to MNR will be eligible for any outstanding reimbursement for approved courses by his/her former agency in progress on the date of transfer.
13. MNR has the right to periodically audit documentation submitted and may verify with the applicable institution that the employee's enrollment and status are in compliance with this Policy. The employee will be required to sign a release permitting such audit and verification. Should the Company learn that the employee has falsified or misrepresented information submitted pursuant to this Policy, MNR may take appropriate administrative or disciplinary action, including but not limited to termination of employment.
14. Reimbursement for training, seminars, professional training and review courses of short duration is to be handled under Operating Procedures 30-002: Professional Membership, Licensing Fees and Publications and 30-005: Travel and Business Expense Reimbursement.
15. Certain educational assistance reimbursements may be considered taxable income and are reported on W-2 forms. Employees participating in the program are responsible for meeting any associated Federal, State or local tax obligations and are advised to contact a tax advisor for information and guidance.

B. STEPS

1. The employee seeking tuition reimbursement shall contact the Training and Development Coordinator ("T&D Coordinator") for specific instructions in completing the reimbursement approval application, BSC Form #HR-TRN-003 Educational Expense Reimbursement Application and Refund Requisition Form.



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2. It is the employee's responsibility to ensure the application is received by the T&D Coordinator as specified. The completed application form must be signed by the employee's manager and department head and submitted to the Coordinator, along with any required attachments, no later than two weeks prior to registration. The application will be approved or denied within sixty days (60) of submission and the Coordinator will send a confirmation e-mail to the employee. Applications received after the start date of the course, or after the course is completed will be denied.
3. BSC will receive tuition reimbursement approval from the T&D Coordinator and proceed to key and scan approval decision into PeopleSoft.
4. A new application must be completed two-weeks prior to the commencement of the course or program. The application must be signed by the employee's supervisor and department head, and submitted to the T&D Coordinator for approval.
5. The employee must request reimbursement within six months (6) of course completion, by submitting to the BSC Human Resources Department original official grade reports, registrar's transcripts and original bursar's receipts. Copies of the front and back of cancelled checks, money order receipts, credit card receipts, payment by electronic means, etc. may be accepted as equivalent proofs of payment.
6. The BSC Human Resources Department will notify the employee when to expect reimbursement payment, with a copy to the T&D Coordinator.

C. ADMINISTRATION

1. The Sr. Director, Training & Development is responsible for administering the policy, i.e., reviewing, processing and approving applications for reimbursement.
2. Exceptions to this policy with respect to individual applications for reimbursement must be approved in writing by the Vice President, Human Resources.

This procedure sets forth only guidelines and does not constitute a contract, express or implied. Metro-North expressly reserves the right to change or cancel this Policy at its sole discretion at any time.

Approved: Steven Teal, Sr. Director, Training & Development on 7/19/12

Gregory Bradley, Vice President, Human Resources on 7/26/12

Raymond Burney, Sr. Vice President, Administration on 8/1/12

Howard Permut, President on 8/22/12

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I. PURPOSE AND OBJECTIVE

The MTA and its Constituent Agencies offer Educational Expense Reimbursement to encourage the professional development of its employees. The program is established for the mutual benefit of both employees and the MTA with the goal of enriching employees intellectually and enhancing the capabilities and competency of the MTA workforce.

This Policy establishes Educational Expense Reimbursement and related financial assistance for educational purposes for the classes of employees of MTA Constituent Agencies (with the exception of MTA Long Island Bus) listed in the "Scope" section below. It is intended to provide a consistent approach across the entire MTA family to reimburse employees for educational expenses, to define the categories of eligible expenses, and to define other parameters in connection with Educational Expense Reimbursement.

This Policy is effective when signed by the General Counsel and the Executive Director of the MTA.

This Policy is subject to cancellation or modification at the sole discretion of the MTA at any time. This Policy is not a contract, express or implied, guaranteeing employment or any terms of employment for any duration. Participation in the Educational Expense Reimbursement program is on a strictly voluntary basis and the MTA Constituent Agency does not guarantee, expressly or implied, continued employment, promotion or transfer.

II. SCOPE

This Policy applies to following the classes of employees of the following MTA Constituent Agencies:

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- MTA Headquarters:* All Non-Represented employees.
- Bridges & Tunnels:* All Non-Represented employees.
- Long Island Rail Road:* All Management, Professional and Administrative (MPA) employees, and represented employees who receive MPA benefits.
- Metro-North Railroad:* All Management employees and persons in technically-covered TCU positions.
- New York City Transit:* All Management and Non-Represented Employees.

Represented employees who are eligible for Educational Expense Reimbursement at an MTA Constituent Agency shall be governed by the terms and conditions of specific policies and procedures established by the applicable MTA Constituent Agency.

This Policy does not apply to persons hired on a seasonal, temporary, per diem, or part-time basis, or to interns.

III. DEFINITIONS

1. "Non-Represented Employees" are those individuals who are not covered under a collective bargaining agreement negotiated between an MTA Constituent Agency and a labor union. For the purposes of this Policy, it includes the individual classifications of employees listed in Section II, above.
2. "Department Heads" are those managers with the lead responsibility for an operating or administrative function within an agency.
3. "MTA Constituent Agencies" are: MTA Headquarters; MTA Bridges and Tunnels; MTA Long Island Rail Road; MTA Metro-North Railroad; MTA New York City Transit; and MTA Staten Island Railway.
4. "Agency Head" is: The Executive Director, MTA; the President, MTA Bridges and Tunnels; the President, MTA Long Island Rail Road; the President, MTA Metro-

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North Railroad; the President, MTA New York City Transit; and the General Manager, MTA Staten Island Railway.

5. "Active Service" is a status whereby the employee reports to work on a regularly scheduled basis, or is in regular pay status.
6. "Educational Expense Reimbursement" is payment for any educational expense incurred by an employee covered under this Policy, including but not limited to registration fees, professional certificate program course costs and college tuition.

IV. RESPONSIBILITIES

This Policy is administered by the Human Resources Department Head at each MTA Constituent Agency.

The MTA Director of Human Resources is responsible for administration of this Policy within MTA Headquarters and for providing interpretation to the MTA Constituent Agencies as required.

Exceptions to this Policy with respect to individual applications for Educational Expense Reimbursement must be recommended by the applicable MTA Constituent Agency Human Resources Director and approved in writing by the Agency Head or his/her designee.

In addition, the MTA Executive Director may grant written exceptions to this Policy, in circumstances deemed by the Executive Director to warrant special consideration.

V. POLICY

A. Eligibility

1. Any full-time employee in Active Service may be eligible for Educational Expense Reimbursement if, on the date on which the course commences:
 - (a.) he/she is in good standing in terms of attendance and performance; and

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(b.) he/she has completed at least six (6) months of continuous service at any MTA Constituent Agency, or combination of agencies if employed by more than one.

2. Educational Expense Reimbursement may be granted if all of the following criteria are satisfied:

a. The course or program must be:

- i. With respect to individual courses not taken as part of a degree program, the course must be related to the employee's current or potential job responsibilities within the MTA Constituent Agencies; and
- ii. With respect to degree programs, the program and the degree must be relevant to the business of the MTA Constituent Agencies; and

b. The course must be one of the following:

- i. an individual course not in a degree program; or
- ii. a required course within an approved degree program; or
- iii. an elective course within an approved degree program; or
- iv. 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
- v. a program to help an individual prepare for an examination leading to professional certification or licensing; or
- vi. a college credit course which is offered by the State University of New York or the City University of New York in their Independent Home Study program or other accredited institutions for similar programs; or
- vii. a home study course that is required for the employee to retain certification or licensing.

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- c. The educational program or individual course(s) must be approved within sixty (60) days of registration by the employee's Department Head and the MTA Constituent Agency Human Resources Department Head or his/her designee; and
 - d. The course must be offered by a college (including a 2-year community college), university, or trade, technical or vocational school accredited as applicable by the appropriate Regional Association of Colleges and Secondary Schools, a State Board/Department of Education, a professional society or association or a comparable educational association; and
 - e. The course must be taken such that a letter grade is received at completion, unless Pass/Fail is the only available grading method.
3. Courses delivered to students electronically or by other technological means (e.g., via the internet) are eligible for reimbursement.
 4. The employee assumes all financial obligations related to the program or course(s) unless and until the approval set forth in paragraph V.A.2.c is granted. Employees are encouraged to seek approval prior to registration.
 5. An employee is only eligible for Educational Expense Reimbursement for courses completed prior to termination or separation from employment. Reimbursement will not be made if, before completion of the courses, the employee's employment is terminated, the employee resigns, or the employee retires. An employee whose employment is terminated because of reasons such as organizational restructuring, consolidation, or budget reduction will remain eligible for approved courses already completed or in progress on the date that the personnel action is taken.

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6. An employee who transfers from one MTA Constituent Agency to another will continue to be eligible for reimbursement for courses in progress on the date of the transfer. The Agency to which the employee transfers is responsible for assuming any educational expenses of the employee not yet reimbursed. However, an employee who transfers from one MTA Constituent Agency to another will - not automatically be approved for subsequent educational programs or courses taken while at his/her new agency; in this circumstance, the employee may apply for reimbursement from the new agency.
7. Educational Expense Reimbursement will not be granted for courses or programs requiring the employee to take a leave of absence for full-time education.
8. All class attendance and study must be conducted on the employee's own time and must not interfere with work assignments.
9. The applicable MTA Constituent Agency may cancel previously approved participation in the program if the employee does not remain in good standing during the course.

B. Reimbursable Expenses

1. All MTA Constituent Agencies will reimburse eligible employees for the following educational expenses, up to a maximum expenditure of \$4,000 in a 12 month period, based upon the dates on which the courses are completed:
 - a. Tuition;
 - b. Fees, if they are required for approved courses. The following are examples of fees that are eligible for reimbursement: application, registration, laboratory, student activity, graduation, and facility use or access. Where the employee has applied to more than one school or has applied for multiple courses, reimbursement will be limited to the

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school, program and course(s) in which the employee ultimately enrolls.

- c. Fees necessary to take an examination to obtain or maintain professional licenses or certifications. If the employee needs to pay for the same test more than once, the employee will only be reimbursed for the first test.
 - d. Tuition or costs for review courses for examinations leading to professional licensing or certification. If the employee needs to take the same review course more than once, the employee will only be reimbursed for the first course.
 - e. Reimbursement will only be made for approved courses. Reimbursement will be made at 100%, in accordance with the following:
 - i. *Undergraduate courses*
 Grades of C- or better
 Grade of Pass in a Pass/Fail course
 - ii. *Graduate courses*
 Grades of B- or better
 Grade of Pass in a Pass/Fail course
 - iii. *License / Certificate / Home Study courses*
 Evidence of successful completion or certification
2. The maximum reimbursement expenditure of \$4,000 in a 12 month period set forth in paragraph V.B.1 above applies to all employees hired on or after the effective date of this Policy. Where an MTA Constituent Agency had a higher reimbursement threshold (based upon either dollar or credit limits) in effect immediately prior to the effective date of this Policy, it may offer reimbursement at the higher threshold for all employees covered by this Policy working at the Agency prior to the effective date of this Policy for a period of five (5) years from the effective date of this Policy.

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3. Reimbursement will only be made for amounts that are not covered by assistance from outside sources (e.g., Veterans' benefits, fellowships, scholarships, grants, student aid programs, or course price discounts, etc.). If an employee receives such outside assistance, the applicable MTA Constituent Agency will only pay the balance in excess of the amount available from outside sources, up to the amount and within the time frame specified in paragraph V.B.1 of this Policy. The employee must notify the appropriate individual at the MTA Constituent Agency that he/she is receiving such outside assistance.
4. If an employee must withdraw from a course because of a reassignment or transfer made by an MTA Constituent Agency which makes class attendance by the employee impossible or impractical (e.g., a change in the employee's work hours), the MTA Constituent Agency will reimburse the employee for all costs associated with the affected course.
5. Reimbursement *will not* be made for:
 - a. Courses which are not approved within sixty (60) days of registration.
 - b. A grade of D+ or less for undergraduate courses, a grade of C+ or less for graduate courses, or a grade of Fail in a Pass/Fail course.
 - c. Textbooks or publications
 - d. Equipment or supplies
 - e. Late registration or parking fees, or penalties of any kind
 - f. Costs for items such as dropping a course or reinstatement except as set forth in paragraph V.B.4 above.
 - g. Deferred payments or costs associated with them, including but not limited to interest charges, penalties or other fees.
 - h. Miscellaneous items, including but not limited to: copying/reproduction, typing, internet access fees, and telecommunications charges.

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6. Reimbursement for training, seminars, professional training and review courses of short duration is to be handled under the applicable MTA Constituent Agency employee expense reimbursement policy.

C. Payments

1. MTA Constituent Agencies will make Educational Expense Reimbursement payments to employees:
 - a. If a written request for reimbursement has been previously approved.
 - b. Upon submission of (1) the original bursar's receipt for all eligible expenses for which reimbursement is sought and (2) the original official grade report(s) or a registrar's transcript. Absent the original bursar's receipt, other forms of proof of payment such as proof of payment by electronic means, copies of the front and back of canceled checks, money order receipts, or original credit card receipts are acceptable. Receipts and other documentation must be presented within six (6) months of receipt of final grade.
 - c. For professional certification or other course in which no final grade is given, upon submission of a certificate of completion or other evidence of successful participation in the course or program. Such evidence must be presented within six (6) months of receipt of certification.

2. Certain educational assistance reimbursements may be considered taxable income and are reported on W-2 forms. Employees participating in the program are responsible for meeting any associated Federal, State or local tax obligations and are advised to contact a tax advisor for information and guidance.

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D. Other

1. The educational expense reimbursement program is offered as a non-contractual benefit.
2. The applicable MTA Constituent Agency has the right to periodically audit documentation submitted and may verify with the applicable institution that the employee's enrollment and status are in compliance with this Policy. The employee will be required to sign a release permitting such audit and verification. Should the applicable MTA Constituent Agency learn that the employee has falsified or misrepresented information submitted pursuant to this Policy, the MTA Constituent Agency may take appropriate administrative or disciplinary action, including but not limited to termination of employment.

VI. PROCEDURE

The Agency Head at each MTA Constituent Agency is responsible for establishing detailed procedures for the implementation and management of this Policy.

VII. FORMS, EXHIBITS AND ATTACHMENTS

The forms and documentation required by the applicable MTA Constituent Agency are to be used in the administration of this Policy. There are no attachments to this Policy Directive.

Educational Expense Reimbursement Application and Refund Request Form



HR-TRN-003

Section 1 Information and Instructions

The purpose of this form is to apply for tuition reimbursement for an upcoming course. Please read the instructions carefully to complete the form and determine eligibility to apply. If you have already completed a course without going through the tuition reimbursement process, you may not be eligible to apply for tuition reimbursement from the MTA.

Please comply with the following guidelines governing the reimbursement program.

- 1) Read the MTA All-Agency Educational Expense Reimbursement Policy, including eligibility criteria, reimbursement conditions and exclusions. See the MTA HQ and agency intranet sites or contact your agency HR Dept. or Agency Educational Expense Reimbursement Program Administrator.
- 2) Obtain signature approvals from your immediate Supervisor, Division Head (where applicable), and Department Head. **NOTE:**
 - Approval signatures obtained by the employee do not guarantee that tuition reimbursement funds are available.
 - Matrixed Employees (i.e., employees who work at an Agency and are paid by another Agency) must obtain signature approvals from the working agency and submit applications to the working Agency's Educational Expense Reimbursement Program Administrator. Also note that your working agency may have specific policies that you must follow.
- 3) Applications will not be accepted or reviewed once the course is in session. (Exception: (NYCT employees have 60 days after the course start date).
- 4) The Agency Program Administrator will forward the completed application to the BSC for processing.
- 5) Upon successful completion of the course, submit an official transcript of grades and an itemized cost breakdown of incurred expenses, indicating a zero balance. You can scan the documents and email them to bscservice@mtabsc.org or fax to 212-852-8700.

If you have any questions, please contact the BSC at 646-376-0123 or bscservice@mtabsc.org.

Section 2 - Employee Information

Print Name		Last		First		MI	Suffix	BSC ID	
Agency (check one)	<input type="checkbox"/> BSC	<input type="checkbox"/> B&T	<input type="checkbox"/> C&D	<input type="checkbox"/> HQ	<input type="checkbox"/> Police	<input type="checkbox"/> NYCT		Department	
	<input type="checkbox"/> SIR	<input type="checkbox"/> LIRR	<input type="checkbox"/> MNR	<input type="checkbox"/> MTA Bus	<input type="checkbox"/> MaBSTOA				
Street Address									
City				State			Zip Code		
Phone (H)				Phone (W)			Email		
Position Title				Work Hours			Work Days		
Date of Hire		Non-Represented <input type="checkbox"/>				Represented <input type="checkbox"/>		Name of Union	

Section 3 - Program Information

Relationship of Course(s)/Program to **Current/Potential (circle one)** MTA Responsibilities. Attach a separate sheet if more space is needed.

Are you eligible for or are you receiving tuition assistance from any other source(s)? Yes No
 If yes, indicate the source and amount below. In addition, please provide documentation from the institution or source, affirming that financial aid such as (but not limited to) New York State Tuition Assistance Program (TAP), Aid for Part-Time Study (APTS), PELL grants, other federal and state grants, veteran benefits (including dependent benefits), tuition waivers, discounts, scholarships, etc., could be received.

Source	Amount \$	Source	Amount \$
College or University		Institution's Website	
Type of Program: Graduate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Certification/Certificate <input type="checkbox"/> Exam <input type="checkbox"/>		Credits Required	Credits to Date
Field of Study/Major or list Certification			
Date Course(s) Start		Date Course(s) End	Anticipated Date of Graduation

Educational Expense Reimbursement Application and Refund Request Form



HR-TRN-003

Section 4 - Course Information							
Course Title	Course No.	No. of Credits	Day(s) Class Meet	Hours		Tuition	Agency Charge-Back Dept Code
				From	To		
						\$	
						\$	
						\$	
						\$	
Total Credits at \$ Per Credit						\$	
Registration Fee						\$	
Other Fees (List)						\$	
Total						\$	
Less Assistance from Other Sources						\$	
Reimbursement Requested						\$	

Section 5 - Authorization	
<p><i>Except as reported above, I have not received, nor am I eligible to receive any outside financial aid which is contingent upon attendance at an educational institution such as scholarships, fellowships, veteran's benefits, etc. I recognize that should such aid (applicable to periods for which I have accepted MTA Agency Educational Expenses) be received, I would be obligated to report such aid to the MTA Agency and repay an equivalent amount (up to the value of the applicable Educational Expense). I understand that if the above course(s) is approved under the guidance of the Educational Expense Program, payment will initially be made at my personal expense. I understand that I will be entitled to reimbursement for applicable tuition and fees upon the submission of an itemized cost breakdown, proof of satisfactory completion and paid receipt, which must be submitted and attached to the application within six months of course completion. I permit the release of documents to the MTA Agency from relevant institutions to verify the accuracy of documents I submitted. I understand that participation in this program will not automatically make me a candidate for promotion; nor will approval for participation imply consideration for promotion or other preferential treatment. Educational Expense is offered at the discretion of the MTA Agency, which has the absolute right to modify or discontinue this Program in whole or in part.</i></p>	
<p>I HAVE READ THE EDUCATIONAL EXPENSE REIMBURSEMENT POLICY (AVAILABLE ON THE AGENCY INTRANET OR THROUGH THE PROGRAM ADMINISTRATOR) AND I AGREE TO ALL TERMS AND CONDITIONS.</p>	
Employee Signature	Date

Section 6 - Checklist for Applicants
<p><i>Listed below is a description of the documents that are required to process your request for Educational Expense Reimbursement approval. As indicated in the MTA Educational Expense Reimbursement Policy, you must obtain signatures from both your department and from the Educational Expense Reimbursement Program Administrator. The employee assumes all financial obligations related to the program or course(s) unless and until the approval is granted. Employees are encouraged to seek approval prior to registration for the program or course(s).</i></p>
<p>Please check off the following requirements when they have been submitted for approval:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete application <input type="checkbox"/> Completion of a minimum of six months of continuous satisfactory service/more than six months of continuous service per your Agency Policy/Procedure or completion of one year/ probationary period for union employees, per your agency policy. <input type="checkbox"/> Degree Program Acceptance Letter (if applicable) <input type="checkbox"/> School course description, tuition and other fee breakdown <input type="checkbox"/> Statement of Accreditation <input type="checkbox"/> Coursework is related to current or potential job responsibilities within the MTA Constituent Agencies, and the relationship has been explained on the application <input type="checkbox"/> Application is submitted, per your agency policy, prior to the class(es) official start date.
<p>If requirements have been verified as having been met and required documents are attached, please forward application to your immediate supervisor for review and recommendation for processing.</p>

Educational Expense Reimbursement Application and Refund Requisition Form



HR-TRN-003

Section 7 - Review, Recommend, and Approve for Participation

NOTE: Departmental recommendation addresses only whether the employee requesting educational expense reimbursement is in good standing in terms of attendance and performance, and whether the coursework will interfere with the proper and effective discharge of the employee's duties or otherwise render the employee unfit for duty. The Educational Expense Reimbursement Program Administrator's approval addresses: the employee's eligibility with regard to length of service; timely submission of application; eligibility of institutions/courses/fees; course appropriateness; assistance from other sources; available balance in employee's annual allotment; and availability of Program funds. (Employees of subdivisions or field offices must obtain necessary approvals before forwarding to Division Head.)

SIGNATURES

Immediate Supervisor	Recommend	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title			
Name (Print)			
Signature			Date

Division Head (if applicable)	Recommend	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title			
Name (Print)			
Signature			Date

Department Head	Recommend	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title			
Name (Print)			
Signature			Date

Department Head	Recommend	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title			
Name (Print)			
Signature			Date

Educational Expense Reimbursement Program Administrator	Approve	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name(Print)			
Signature			
Date			

Previous reimbursement this calendar year	\$ _____
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Reimbursement approved on this application	\$ _____
---	----------

Total reimbursement this calendar year	\$ _____
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Section 8 - Employee Request for Reimbursement Upon Completion of Coursework

When requesting reimbursement for course(s), please ensure that the following necessary items are enclosed:

- 1) Proof of Payment such as credit card receipt, bursar's receipt.
- 2) An itemized breakdown of costs including tuition and all fees incurred.
NOTE: LIRR accepts an itemized bill for the semester if tuition deferment is offered by the institution. A paid receipt must be submitted within two weeks of receiving reimbursement.
- 3) Verification of Satisfactory Grade.
 - a. Original Transcript* or Original Grade Report* indicating a grade C- or better for undergraduate courses, a grade B- or better for graduate courses, or a grade of "Pass" in a Pass/Fail course;
 - b. For license, certificate, or home study courses, evidence of successful completion of certification.

*Costs related to obtaining the Original Transcript or Original Grade Report are not reimbursable.

NOTE: Per your agency policy, if the person is not active with the MTA at the time of the reimbursement request, he/she will no longer be eligible for reimbursement and may be required to refund the agency.