

Development & Training - Management

NYPA encourages using the tuition reimbursement program for courses leading to an undergraduate or graduate degree or a college certificate program that is of mutual benefit to employees and NYPA. Employees are eligible for the Program after completing six months of employment. You are responsible for payment of tuition and required fees when registering for courses at eligible institutions. Tuition and eligible fees will be reimbursed only after successful completion of the course(s) at a minimum grade level of "C" or its equivalent or a "P" in a pass/fail course (pass/fail reimbursement is limited to two courses per degree curriculum). Reimbursements are based on a calendar year maximum as follows:

1. Certificate/Certification programs \$5,000
2. Undergraduate programs \$10,000
3. Graduate Programs \$15,000

For all courses, NYPA will reimburse 100% for tuition, books, lab fees, and mandatory registration fees up to the annual reimbursement. All benefits are dependent upon the employee maintaining employment with NYPA for the commitment period.

Provisional employees, temporary employees, interns, cooperative employees, contingent workers, consultants, independent contractors, 1099 workers and developmental interns are not eligible for the program.

Please let your HR Business Partner or the Talent Development team (hrtalentdevelopment@nypa.gov) know if you have any questions.

For more information review the [Policy EP 3.6](#), and the [Procedure EP-Pro 3.6](#).

The following Tuition Reimbursement forms are available from the Management page in the Forms section of nypa.gov/benefits.

- Tuition Reimbursement Program Application
- Tuition Reimbursement Program Reimbursement
- Tax Waiver Letter Template
- Tax Waiver Approval Template

You must be connected to the NYPA network to access the policy and procedure.