



Tuition Aid Program

The intent of this plan is to provide financial assistance to those eligible employees of the Port Authority. Employees who have been employed for a minimum of one year who are interested in furthering their self-development and education in functionally related work areas, either by outside study in the local area at accredited colleges and schools during off-duty hours or through participation in approved correspondence courses during off-duty hours. Courses and degree programs eligible for this program must be related to the maritime industry, the employee's current position or career path with the Port Authority. Not included in this program are the various training or development activities sponsored by the Port Authority, management or other courses provided by universities, associations, or outside agencies, which are attended by employees at company request. Applications must be submitted 30 days prior to the start of classes. Employees will be reimbursed 50% of associated tuition, books and fees for courses receiving a passing grade of "C" or better for undergraduate courses and a "B" or better for graduate courses.

All eligible employees who participate in this program will be required to sign an agreement stating that they will remain employed with the Port Authority for a period of one (1) year after completion of the reimbursed course(s) for undergraduate studies and for a period of three (3) years for any and all graduate studies. In the event the employee voluntarily leaves the Port Authority or is terminated for cause prior to fulfilling this commitment, the employee will be required to refund the full amount reimbursed to them by the Port Authority.

Application forms and reimbursement claim forms regarding this program may be obtained from the Sharepoint site or the Training & Development Department.

Effective 1/1/2012