

April 27, 2021

Dear MEA Members:

The New York City Managerial Employees Association (MEA) is proud to announce our *23rd Annual Scholarship and Tuition Reimbursement Programs!* We are excited to launch our electronic application portal where we will be accepting the application form and supporting documentations. The Scholarship and Tuition Reimbursement Programs are available to all members who are enrolled in the MEA and whose membership dues are current.

## Scholarship Program

---

MEA members and/or their child/dependent are eligible. Applicants must be enrolled in an accredited Undergraduate, Graduate, or Certificate Program which is not funded by his/her NYC agency or by the Department of Citywide Administrative Services (DCAS).

### MEMBER

- MEA member will be able to receive a scholarship twice within a five-year period. Awardees can receive only one award per calendar year.
- MEA member applicants must complete the electronic application and upload all required documentation through open enrollment available at any time during the year. The Scholarship Committee will provide notification generally 30 days after receiving your completed application package.
- MEA member applicants who are planning to attend an MEA approved CUNY Program (Graduate or Certificate), should apply under the MEA Tuition Reimbursement Program not the Scholarship Program.

### CHILD/DEPENDENT

- Child/dependent applicants must complete the electronic application and upload all required documentation by June 30, 2021. Submission of incomplete or late applications will be rejected. The Scholarship Committee will notify you of their determination in August 2021. Award winners will be given further instructions to furnish proof of registration from the accredited school or institution in which the selected applicant is enrolled before MEA releases the scholarship award.
- A child/dependent can receive a scholarship award once.

### MEA Members | Eligibility and Required Documents

1. Must be an active MEA member whose payment of dues is up to date as of June 30, 2021.
2. Must be enrolled in a program for advancing his/her professional and career development.
3. Current resume.
4. 250-word essay describing your professional goals and how you plan to utilize your education to advance your career development. Applicants must show relevance to their current career and employment as a NYC manager.
5. This essay is critical towards the review and approval of your application.
6. Verification of college/graduate school enrollment or Certificate Program registration for applicable school term.

## MEA Child/Dependent | Eligibility and Required Documents

1. Must be the child/dependent of a parent/guardian who is an active MEA member or retired MEA member whose payment of dues is up to date as of June 30, 2021.
2. Must have been accepted for full time enrollment at an accredited college or community college, university or a graduate school that leads to a degree.
3. Must be 26 years old or younger as of July 1, 2021.
4. Must obtain signed consent of the MEA member parent/guardian on the application form.
5. High school transcript.
6. SAT or ACT test score.
7. 250- word essay describing any extracurricular activities and community service performed. Information relating to your career goals and how scholarship assistance will help you achieve those goals.
8. Verification of college/graduate school enrollment for applicable school term.

## Tuition Reimbursement Program

---

MEA supports our members who aspire to advance their careers through certificate and graduate degree programs. We have maintained our partnership with the City University of New York (CUNY) School of Labor and Urban Studies (SLU), School of Professional Studies (SPS), and its other CUNY colleges. Tuition benefits will be reimbursed, after successful completion of each course by attaining a grade of B+ or higher.

For Certificate Programs: Reimbursement is based upon a successfully completed semester. This applies to Undergraduate or Graduate certificate programs.

For Graduate Programs: Reimbursement is based upon a successfully completed semester.

The guidelines for tuition reimbursement are as follows:

- Effective January 1, 2020, submitted claims for reimbursement will have a lifetime limit of \$2,600.
- Tuition reimbursement will be up to a maximum of \$650 per semester.
- Reimbursements for less than the maximum of \$650 per semester, will lengthen the time a member will reach the lifetime limit.
- The initial one-time application fee is not eligible for reimbursement.
- The general fee per semester is not eligible for reimbursement.
- You do not qualify for tuition reimbursement, if you are enrolled in a non-CUNY undergraduate, graduate, or certificate program. Members may apply for funding through the MEA's Scholarship Program.
- Upon completion of the program, applicants must complete the electronic application and upload all required documentation (proof of enrollment, GPA, Bursar's invoice reflecting proof of payment).
- Requests for tuition reimbursements must be submitted within 90 days of the completion of each semester.

### CUNY Locations

All approved certificate and master's programs may be taken at any CUNY campus offering them. Certificate programs in public administration and healthcare policy and administration will be conducted in the evening, at CUNY School of Labor and Urban Studies, located at *25 West 43<sup>rd</sup> Street (between 5<sup>th</sup> and 6<sup>th</sup> Avenues), New York, NY 10036*. All courses in the Advanced Certificate in Management will be conducted in the evenings at CUNY SPS, located at: *119 West 31<sup>st</sup> Street, New York, NY 10001*.

<b>Undergraduate Level Programs</b> <i>@ the CUNY School of Labor and Urban Studies (SLU)</i>	<b>2021 Application Deadlines</b>
Certificate in Public Administration and Policy	07/15/2021
Certificate in Healthcare Leadership and Advocacy	

<b>Graduate Level Programs</b> <i>@ the CUNY School of Labor and Urban Studies (SLU)</i>	<b>2021 Application Deadlines</b>
Advanced Certificate in Public Administration and Policy	07/15/2021
Advanced Certificate in Leading Change in Healthcare Systems	
Master of Arts in Urban Studies Certificate in Construction Project Management	07/01/2021

<b>Graduate Level Programs</b> <i>@ the CUNY School of Professional Studies (SPS)</i>	<b>2021 Application Deadlines</b>
Advanced Certificate in Management	Priority Deadline: 04/08/2021
Advanced Certificate in Project Management	Regular Deadline: 05/20/2021
Certificate in Construction Project Management Please confirm directly with Baruch Continuing Studies at (646) 956-1692 for the last day to register for this course.	Course start date varies. Applicants need to register at least one week before the start of the course.

<b>Graduate Level Programs</b> <i>@ CUNY Baruch College of Continuing &amp; Professional Studies-Marxe School of Public and International Affairs</i>	<b>2021 Application Deadlines</b>
Executive Master of Public Administration*	05/01/2021
Master of Public Administration*	
Master of Higher Education Administration*	

\* Please confirm directly with Baruch College by e-mailing [mspia.admissions@baruch.cuny.edu](mailto:mspia.admissions@baruch.cuny.edu) for the last day to register for these Graduate programs.

**Certificate | Degree Program**  
***Fall 2021 Semester***

The MEA will not process claims received from new members that enroll in the tuition reimbursement program seeking to obtain a Ph.D. Only members currently enrolled and receiving tuition reimbursements toward a Ph.D. may continue to receive this benefit up to the lifetime limit.

New members enrolling in the tuition reimbursement program will be required to provide a current resume and an essay of at least 250 words that describes your career goals and how pursuing the program of study will help achieve those goals to advance your City career.

If you subsequently decide to change your program of study, you will be required to notify the MEA Compensation and Professional Development Committee, Attn: Committee Chair in writing before you register for new classes to determine if you will remain eligible for tuition reimbursements.

---

We strongly urge you to seriously consider taking advantage of this opportunity. We previously established the value of educational/professional credentials by analyzing its impact on scholarship recipients. It clearly demonstrated that successful completion resulted in increased salary, promotional opportunity, and an enhanced ability to perform one's job responsibilities.

We wish you continued success in your endeavors. Take care, remain safe and healthy.

If you have any questions, do not hesitate to contact the MEA office at (212) 964-0035.

Sincerely,



Shelly Shulman  
President

SS/AW

cc:

Edgar Landas, Executive Vice President/CPD Co-Chair

Tina M. Ramsey, CPD Co-Chair

Monique Scales, CPD Scholarship/Tuition Reimbursement Program Coordinator

Alice Wong, Executive Director