<u>Research Foundation Education Assistance Program (REAP)</u>
<u>BENEFIT PROGRAM</u>
<u>FAQ</u>

IMPORTANT DEADLINES FOR SPRING 2024
Deadline to Enroll in CUNY Course   **January 31st, 2024** **Last Date to Enroll in REAP**   **February 14th, 2024**

What is REAP?

- Research Foundation Education Assistance Program (REAP) is the tuition assistance program offered by the Research Foundation of CUNY available to campus or project employees. REAP applies to courses taken at CUNY colleges. REAP benefits apply to RFCUNY employees (both matriculated and non-matriculated students) pursuing credit and non-credit courses.

- Click below for more information on CUNY degrees, certificates, and learning programs.
  CUNY Academic Calendar
  CUNY Academic Programs
  CUNY Degrees, Certificates, and Programs - Sidebar
  CUNY Continuing Education Programs

Who is eligible for REAP?

- Full-time RFCUNY employees who have completed one (1) year of employment without a break in service greater than 30 days.
- Part-time A RFCUNY employees with one (1) year of employment without a break in service greater than 30 days.

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What are the REAP benefits?
RFCUNY employees (matriculated students) enrolled in courses leading to a degree are eligible for:
- Tuition reimbursement paid up to the CUNY rate per credit.
- Full-time employees are reimbursed two courses per academic year.
- Part-time A employees are reimbursed one course per academic year.
- Reimbursement is up to 6 consecutive academic years.
- RFCUNY employees pursuing a second degree will be eligible for reimbursement for up to an additional 6 consecutive academic years from the year of their first award of the most recent benefit.
- A copy of the grade report for the approved course(s), indicating a grade of C, P, or SP if applicable is required for reimbursement.

RFCUNY employees (non-matriculated students) pursuing a certificate or courses leading to a credential are eligible for:
- Reimbursement for courses taken at a CUNY Institution
- Reimbursement for job-related courses attested to by the Principal Investigator or Project Director

Tuition reimbursements are subject to taxes if the total reimbursement paid in the tax year is above the IRS Limit of $5.250.00

When to apply?
- REAP applications are processed by the academic calendar for Fall, Winter, Spring, and Summer sessions.
- The deadline to apply for reimbursement is the last day that CUNY lists to drop a course for 25% tuition refund.
- There will be no rollover of unused funds from one academic year to another.
- REAP applications submitted after the deadline will not be approved.

How to apply for REAP?
- Download the REAP Application and submit to Ratna_Karki@rfcuny.org
- Learn more Explore & Enroll in Employee Benefits > Research Foundation Educational Assistance Program (REAP)

Who to contact?
For assistance with your REAP application, please reach out to Ratna Karki, HR Benefits Coordinator, at Ratna_Karki@rfcuny.org or 212-417-8630.

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