

2022-2023

Applications Accepted
Until March 31, 2023

TUITION BENEFITS PROGRAM

For CSEA-represented NYS
Employees



NYS & CSEA
Partnership

Your Success is
Our Success.

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What is the Partnership's Tuition Benefits Program?



The *Tuition Benefits Program* provides educational benefits to CSEA-represented NYS employees, enabling them to achieve greater career mobility, qualify for promotional opportunities, improve job skills, and prepare for future state workforce needs through the following:

Tuition Voucher - Payment for tuition at participating schools (schools that accept vouchers).

Tuition Reimbursement - Authorized repayment of tuition to students upon completion of coursework at accredited schools.

Credit-by-Examination Fee Reimbursement - Repayment of fees (up to a maximum of \$350 per exam) to students for any number of College-Level Examination Program (CLEP), DSST Subject Standardized Test, Thomas Edison College Examination Program (TECEP), and Excelsior College exams.

Certification and Licensure Examination Fee Reimbursement - Repayment for any number of certification or licensure exam fees up to a maximum of \$350 per exam.

Tuition Benefits Program Highlights:

Two standard benefits
(tuition vouchers OR
tuition reimbursements)

An unlimited number of
Credit-by-Examination
Fee Reimbursement
benefits

An unlimited number
of Certification and
Licensure Examination
Fee Reimbursement
benefits

Am I Eligible for Tuition Benefits?

You are eligible for tuition benefits if you are a CSEA-represented NYS employee (ASU, ISU, OSU, or DMNA) **receiving a New York State paycheck when applying (application received after first paycheck and before last paycheck)**, or a CSEA-represented NYS employee who has been laid off in the past year and is on a Civil Service Preferred List.

CSEA-represented NYS employees who are otherwise eligible but are on approved non-disciplinary leave without pay or on workers' compensation leave may also qualify with proper documentation. Documentation must specify the type of leave and the start date. It must be signed by a human resources officer and attached to your tuition benefits application form.



Advisement



Many schools have specific requirements you must meet before registering for a course. We suggest you seek academic advisement by calling the school directly for information on their programs and requirements. You may call a Partnership advisor at (800) 253-4332 (Press Option 1) **for general advisement and assistance with applying for tuition benefits.** Partnership advisors are available for individual confidential advisement in educational and career planning, alternative approaches to furthering your education, educational financing, and identifying adult education basics courses.

When completing a tuition benefits application, please refer to pages 17 through 34 for the school code and types of courses (graduate credit, undergraduate credit, and non-credit) for which tuition benefits may be used.

Course Criteria



Eligible courses must be in session sometime between **April 1, 2022, and March 31, 2023**. All courses must be vocational, trade, technical, or business-related, instructor-led, and relevant to a NYS occupation or NYS workforce need. Many colleges offer basic skills courses in English, reading, writing, and math, or offer Adult Basic Education, High School Equivalency, and English for Speakers of Other Languages (ESOL) courses. These courses are often free, but the Partnership can cover the course if tuition is charged.

Types of Non-credit Courses Not Eligible for the Tuition Benefits Program

- Bartending
- Gaming (for example, billiards and poker)
- Modeling and appearance enhancement
- Physical education (for example, kickboxing, karate, martial arts, dance, and Pilates)
- Reiki, yoga, meditation, and hypnosis
- Starting your own business
- One-on-one courses or tutoring

Types of Benefits

- Tuition Voucher
- Tuition Reimbursement
- Credit-by-Examination Fee Reimbursement
- Certification and Licensure Examination Fee Reimbursement

Use the Partnership Tuition Benefits

Tuition Voucher

You should apply for the Tuition Voucher Program if the school you want to attend is listed on [pages 17 through 34 of this catalog](#). Schools participating in the Tuition Voucher Program have agreed to accept vouchers in place of student payment and will bill the Partnership directly for course tuition. Some schools may have multiple campuses, but only selected campuses accept vouchers.

Tuition Reimbursement

You should apply for the Tuition Reimbursement Program if:

- The school you want to attend is not listed in this catalog, or
- The school listed does not offer the location or type of course you are interested in, or
- You have already paid for the course and prefer to be reimbursed directly.

The school must be recognized as an accredited educational institution or proprietary school. Reimbursement will not be provided for coursework taken at a school that is not an accredited educational institution or proprietary school. Please contact a Partnership advisor at (800) 253-4332, (Press Option 1) to verify accreditation for the school you want to attend.

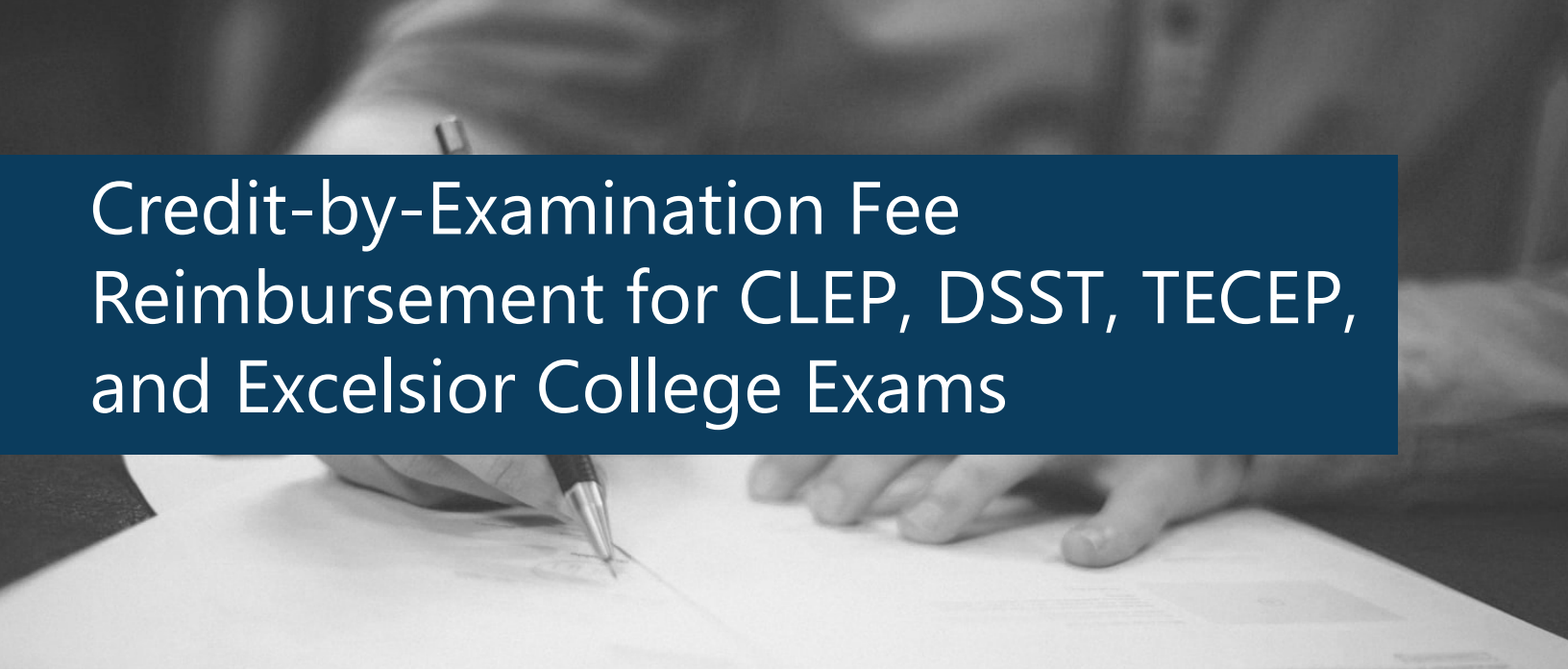


Accelerate Your Success and Advance Your Career

Targeted Tuition Benefits

The Partnership offers Statewide Targeted Tuition programs in Heating, Ventilation, and Air Conditioning (HVAC), Commercial Drivers' License (CDL), Information Technology (IT), Nursing, and Welding. The targeted programs provide additional tuition assistance, up to two extra benefits per program year, to CSEA-represented NYS employees enrolled in one of these programs. Contact a Partnership advisor at (800) 253-4332 (Press Option 1), for more information.





Credit-by-Examination Fee Reimbursement for CLEP, DSST, TECEP, and Excelsior College Exams

You can receive reimbursement for any number of exams, including test center fees (up to a maximum of \$350 per exam), offered through the College-Level Examination Program (CLEP), DSST Subject Standardized Test, Thomas Edison College Examination Program (TECEP), and Excelsior College. This is in addition to your two vouchers or reimbursements. Interested applicants should contact a Partnership advisor for information and an application form. Call (800) 253-4332 (Press Option 1) or email an advisor at advisors@nyscseapartnership.org.

CLEP is a national credit-by-examination program that allows students to earn credit for what they already know. Exams cover material taught in courses most students take as requirements in the first two years of college. Visit CLEP at www.collegeboard.com/clep.

DSST is a credit-by-examination program offering students the opportunity to earn college credit for knowledge gained in the workplace, classroom, or through independent study. The exams cover physical sciences, social sciences, business, applied technology, humanities, and more. Visit DSST at www.getcollegecredit.com.

TECEP offers a wide range of exams for earning college credit. The exams are designed to allow you to demonstrate the college-level knowledge you have gained through work, independent reading, or other activities. Originally designed to help enrolled Thomas Edison State College students meet degree requirements, the exams are now administered nationally and may be used at many other institutions.

Visit TECEP at www.tesu.edu/degree-completion/testing.

Excelsior College exams provide flexible opportunities to demonstrate college-level learning in the arts and sciences, business, nursing, and education. Visit Excelsior College at www.excelsior.edu.

A black and white photograph of a person's hands and arms. They are holding a pen and writing in a spiral-bound notebook. The person is wearing a light-colored t-shirt. The background is slightly blurred, showing what appears to be a window or a glass partition.

Certification and Licensure Examination Fee Reimbursement

You can receive reimbursement for any number of certification or licensure exam fees up to a maximum of \$350 per exam. This is in addition to your two vouchers or reimbursements and your Credit-by-Examination Fee Reimbursements. Interested applicants should contact a Partnership advisor for information and an application form. Call (800) 253-4332 (Press Option 1) or email advisors@nyscseapartnership.org.

This program is not intended to replace existing agency exam reimbursement programs. To be eligible for reimbursement, a certification or licensure exam must be job- or career-related, lead to certification or licensure for an occupation that currently exists in New York State service, and be administered by an accredited organization. Examples include Boiler Inspector, Certified Public Accountant, Commercial Pesticide Applicator/Technician, Credentialed Alcoholism and Substance Abuse Counselor, Dental Hygienist, Licensed Practical Nurse, Physical Therapy Assistant, Registered Nurse, and Wastewater Treatment Plant Operator. Exams for certification in specific software or hardware programs by Microsoft, Novell, Oracle, and others may also be covered.

Costs and fees not reimbursed by this program include:

- Civil Service examination fees.
- Fees for examinations leading to certification in a career that does not exist in New York State service.
- Fees for examinations leading to college credit for life experience.
- Academic and application fees.
- Study materials (books, CDs, DVDs, etc.) and supplies.
- License and certification renewals.
- Exam fees that are reimbursable by the employee's agency.

Please Note: The IRS considers reimbursements under the Certification and Licensure Examination Fee Reimbursement Program taxable income; applicable income taxes will be withheld from paychecks.

Tuition Coverage Limits

The 2022-2023 Tuition Benefits Program provides two standard benefits (tuition vouchers **OR** tuition reimbursements), an unlimited number of Credit-by-Examination Fee Reimbursement benefits, and an unlimited number of Certification and Licensure Examination Fee Reimbursement benefits.

A **single tuition benefit** (voucher or reimbursement) can cover **one** of the following:

- Tuition for **ONE** credit-bearing course, up to a maximum of four credits at the resident tuition per credit rate, not to exceed \$305 per credit (*Note: a voucher at a private school will cover the full tuition for an **undergraduate** course; however, partial tuition up to \$305 per credit hour is covered for a graduate-level course*).
- Tuition for **ONE** non-credit course up to \$1,220.
- **ONE** Excelsior College fee up to a maximum of \$1,220.

Two tuition benefits (tuition vouchers OR tuition reimbursements) can be combined and used for one non-credit course that is more than \$1,220 (each benefit will cover up to a **maximum** of \$1,220), or for one credit-bearing course that is more than four credits, or for one Excelsior College fee that costs more than \$1,220.

Applying for Your Benefits

The application form and directions for completing it are located at the [back of this catalog](#). Applications for this program year will be accepted by mail, email, or fax until March 31, 2023. The Partnership's email and fax number can be found at the bottom of the application. If mailed via U.S. mail, **applications must be RECEIVED (not postmarked) by March 31, 2023**.

You will receive a response within 10 business days. If you do not, please call (800) 253-4332 (Press Option 1) to ask about your application.

If you are **applying for a voucher** (payment provided directly to the participating school):

1. Complete the Tuition Benefits Program application.
2. Include the correct school code and name from pages 17 through 34 in this catalog. Each school listing includes a specific school code (listed above the school contact name or office) that is required on the application form.

Please note that some schools have different school codes for graduate credit-bearing, undergraduate credit-bearing, and non-credit courses and are listed separately. It is important that you use the correct school code on your application because schools accept vouchers only for certain types of courses.

Applying for Your Benefits (Cont.)

If you are **applying for reimbursement** (payment provided directly to you, the student):

1. Complete the Tuition Benefits Program application.
2. Use **"TRP"** (Tuition Reimbursement Program) for the school code and include the school's full name.
3. Do not include supporting documentation at this time.

Please note that you do not have to complete your course before applying for your tuition benefit. However, you will not receive reimbursement until after you complete your course (exceptions may apply if courses are more than one year in length).



Using Your Tuition Voucher or Reimbursement

Tuition Voucher

If you receive a voucher for a participating school (schools that accept vouchers), you must follow the school's registration instructions and schedule and submit the voucher to the school when you register or pay for your course. By doing so, you permit the school to bill the Partnership. If you do not formally register at the school, you may not be allowed to attend the course. If you do not submit the voucher to the school, you may be billed by the school.

Tuition Reimbursement

If you receive a reimbursement approval, you must return the completed reimbursement approval form to the Partnership **after** completing and paying for the course. A copy of your account statement from the school detailing tuition charges (separate from fees), tuition payment, sources of payments, and a copy of your transcript or grade report indicating course completion must be included. Once all required supporting documents are received, tuition reimbursement will be mailed to you within 60 days. **You must complete your course to receive tuition reimbursement. The deadline to submit documentation for reimbursement is June 30, 2023. Please call the Partnership at (800) 253-4332 (Press Option 2), or email reimbursement@nyscseapartnership.org if you cannot provide the appropriate documentation by this date.**

Changing, Dropping, and Canceling



Changing Schools or Benefit Type

If you want to attend a school other than the one you were initially approved, or change the benefit type, return the **original approval form** by March 31, 2023, with the “Changing Schools or Benefit Type” section completed on the back of the form. If you no longer have the original approval form, contact the Partnership at (800) 253-4332 (Press Option 1) for other instructions on changing schools or benefit type. Please note that changing schools or benefit type can be approved only if no charges were incurred against the original benefit, voucher, **or** reimbursement approval.

Changing Courses

Changing courses does not require prior approval from the Partnership if the new course meets the course criteria [on page 3](#).

Dropping Courses

If you register for a course but withdraw within the school’s 100% refund period (if one is available), the Partnership will not be required to pay for your participation in the course and your tuition benefit may still be valid for you to use at that school. Information regarding the availability, dates, and time periods for a 100% refund as well as information on a school’s drop procedures can be obtained by contacting the school directly. If you drop your course outside the 100% refund period, the Partnership will pay the school as required, and the tuition benefit will be considered used.

Canceling Benefits

If you are unable to use your tuition benefit during the eligible time frame (April 1, 2022, to March 31, 2023) and want to cancel it, you must return the **original approval form** by March 31, 2023, with the “Canceling a Tuition Benefit” section completed on the back of the form.

If you no longer have the **original** approval form, contact the Partnership at (800) 253-4332 (Press Option 1) for other instructions on canceling your benefit.

Please note:

- Cancellations can be approved only if no charges were incurred against the **original** benefit, voucher, **or** reimbursement approval.
- Tuition benefits cannot be carried over from one program year to the next or transferred to another individual.

A diverse group of professionals in various fields, including healthcare, education, and business, standing together and smiling. The group includes a man in a hard hat, a woman in a plaid shirt, a man in a checkered shirt, a woman in a light blue top, a man in a dark jacket, a woman in a white lab coat with a stethoscope, a man in a dark suit, a woman in a grey sweater, and a woman in a dark blue scrub top. They are all smiling and looking towards the camera.

A Better Future Starts Here.
Achieve Your Educational
Goals with the Partnership.

Other Financial Aid

You may be eligible for state or federal student financial aid if enrolled in a college degree or certification program. The following resources may also be of interest to you.

Aid for Part-Time Study

The Aid for Part-Time Study (APTS) Program provides grant assistance for eligible part-time students enrolled in approved undergraduate studies. Awards provide up to \$2,000 per year for part-time undergraduate study at participating institutions in New York State. You must be matriculated in an approved program of study, enrolled in 3 to 11 credit hours, and meet eligibility requirements. Contact your school's financial aid office or visit www.hesc.ny.gov for more information.

Excelsior Scholarship

The Excelsior Scholarship, in combination with other student financial aid programs, allows students to attend a SUNY or CUNY college tuition-free. Visit www.hesc.ny.gov for more information.

Federal Pell Grant Program

Federal Pell Grants are usually awarded to undergraduate students who have not yet earned a bachelor's, graduate, or professional degree. Pell Grants are based on financial need, as demonstrated on the Free Application for Federal Student Aid (FAFSA). FAFSA applications are available online at www.studentaid.gov.

Federal Tax Benefits for Education

If you, your spouse, or a dependent are taking college courses or other post-secondary training, you may benefit from the American Opportunity Credit or the Lifetime Learning Credit. These programs are federal tax credits to help offset the costs of higher education. Visit www.irs.gov for more information on federal tax credits.

College Tuition Credit or Itemized Deduction

The College Tuition Credit is a tax credit allowed for the qualified college tuition expenses paid for an eligible student. The credit is available to full-year New York State residents only. The college tuition itemized deduction is another option if you itemize your deductions on your tax return. See publication IT-272 at www.tax.ny.gov for more information.



Tuition Assistance Program (TAP)

The TAP helps eligible New York residents pay tuition at approved schools in the state. Depending on the academic year in which you begin study, an annual TAP award can be up to \$5,665. Because TAP is a grant, it does not have to be paid back. Contact your school's financial aid office or visit www.hesc.ny.gov for more information.

Important Tax Information

In general, job-related educational assistance benefits are not taxable, with the following clarifications:

- Currently, no tax withholding is required on educational assistance benefits provided to employees up to a \$5,250 limit during the calendar year, except for Certification and Licensing Exam reimbursements which are always taxable.
- Educational assistance benefits that exceed \$5,250 may be taxable, unless they can be excluded as a "working condition fringe benefit."

These exemptions, however, can change from one tax year to another. **If educational assistance benefits from the Partnership alone or combined with tuition assistance from other NYS agencies exceed \$5,250, applicable income tax will be withheld from December paychecks.** Please speak to your accountant or tax advisor for further guidance.

Additional Education Resources



Educational Advisement Services

Partnership advisors are available to assist eligible CSEA-represented employees with understanding Tuition Benefits Program policies and procedures. However, please remember that the final responsibility for using these benefits within the guidelines set by the Partnership rests with the employee.

In addition to advice on using tuition benefits, Partnership advisors are available to work with CSEA-represented employees in the following areas:

- **Academic Advisement** - Helps employees clarify and realize their academic and career goals.
- **Career Advisement** - Assists employees in learning about themselves, job choices, and careers.
- **Financial Aid** - Provides information about various financial aid programs, federal educational tax credits, and scholarship searches.
- **Adult Education Basics** - Offers advice and referrals to employees who want to improve their reading, writing, and math skills; earn their high school equivalency diploma, and improve their speaking and comprehension skills.

Call an advisor at (800) 253-4332 (Press Option 1) to learn more about these options.

Education Guides: A Resource for New York State Employees

This is a series of handouts on topics that are useful for educational planning and career development. Partnership advisors work with employees in all of these areas. Copies of each guide are available for download from the [Partnership's website](#) or by calling (800) 253-4332 (Press Option 1).



Education Guide Handout List:

- Guide 1: Returning to Learning
- Guide 2: Non-Traditional Approaches to Further Education
- Guide 3: Credit-By-Examination
- Guide 4: Tax Credits for Education
- Guide 5: Scholarships
- Guide 6: Informational Interviewing
- Guide 7: Networking
- Guide 8: Financing Your Education



Support Services for Students with Disabilities

Many colleges assist students who have a physical or learning disability. If you have a disability and are interested in taking courses, call the Partnership at (800) 253-4332 (Press Option 1) or email **advisors@nyscseapartnership.org**, or click the appropriate box on the tuition benefits application form. You may also call the school directly to arrange services. We suggest you do this as soon as possible.

StateJobsNY

StateJobsNY (www.statejobsny.com) is a service provided by the Office of Employee Relations. This website allows current state employees to identify transfer and promotional opportunities and allows state agencies to advertise their vacancies to this specialized market.

Participating Voucher Schools

On pages 17 through 34, you will find regional lists of schools that participate in the Tuition Voucher Program. The school name, school code (required on the application form and listed above the contact name or office), and contact person are included for each participating school. It is important to use the correct school code on your application, because schools accept vouchers only for certain types of courses.

For example, **graduate schools** accept vouchers for **graduate courses**. Most schools will not allow students to register for graduate courses unless they already possess a bachelor's degree.

Undergraduate schools accept vouchers for undergraduate credit courses. Undergraduate credit courses are offered at community colleges and universities where college credit is awarded upon course completion. Students taking undergraduate credit courses typically possess a high school diploma or high school equivalency diploma and are often taking courses to obtain an associate's or bachelor's degree.

Non-credit schools accept vouchers for non-credit courses. Non-credit courses are generally offered at BOCES or college continuing education departments. Non-credit courses do not award college credits, but sometimes award continuing education units (CEUs).

Links to the websites of each participating school are also available on the [Partnership's website](#).



Move Your Career Forward.
Apply for Tuition Benefits Today.

Long Island Region

Participating Provider Codes

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
ACCESS CAREERS (LONG ISLAND) www.accesscareers.net	Not Available	103-N Ms. Mini Sawhney 516-433-0034	Not Available
COMMERCIAL DRIVER TRAINING INC www.cdtschool.com	Not Available	276-N Maria Garcia 631-249-1330	Not Available
EASTERN SUFFOLK BOCES www.esboces.org	Not Available	224-N Adult Education Office 631-286-6585	Not Available
ELECTRICAL AND HVAC/R TRAINING CENTER www.electricaltrainingcenter.edu	Not Available	357-N Kimberly Rastelli 631-226-8021	Not Available
FARMINGDALE STATE COLLEGE www.farmingdale.edu	647-UG Maria Orellana 934-420-2560	Not Available	647-UG Maria Orellana 934-420-2560
HOFSTRA UNIVERSITY CONTINUING EDUCATION www.ce.hofstra.edu	Not Available	400-N Michael Chisena 516-463-5909	Not Available
HUNTER BUSINESS SCHOOL www.hunterbusinessschool.edu	Not Available	406-N Bridget Headley 516-796-1000	Not Available
LEARN CENTER (THE) www.learnheavyequipment.com	Not Available	440-N Lyndsay Guidi 631-926-9991	Not Available
NASSAU BOCES www.nassauboces.org/adulted	Not Available	173-N Cathy Breuer 516-622-6954	Not Available

Long Island Region

Participating Provider Codes (Cont.)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
NASSAU COMMUNITY COLLEGE www.ncc.edu	497-U Office of Lifelong Learning 516-572-7472	497-N Office of Lifelong Learning 516-572-7472	Not Available
SUFFOLK COMMUNITY COLLEGE (AMMERMAN) www.sunysuffolk.edu	599-U Admissions Office 631-451-4000	Not Available	Not Available
SUFFOLK COMMUNITY COLLEGE (EASTERN) www.sunysuffolk.edu	596-U Admissions Office 631-548-2512	Not Available	Not Available
SUFFOLK COMMUNITY COLLEGE (GRANT CAMPUS) www.sunysuffolk.edu	593-U Admissions Office 631-851-6719	Not Available	Not Available
SUNY AT STONY BROOK www.stonybrook.edu/spd	680-UG Veronica Trama 631-632-1307	680-N School of Professional Development 631-632-7022	680-UG Veronica Trama 631-632-1307
SUNY COLLEGE AT OLD WESTBURY www.oldwestbury.edu	662-UNG Karen Basile 516-876-3376	662-UNG Karen Basile 516-876-3376	662-UNG Karen Basile 516-876-3376
WESTERN SUFFOLK BOCES www.wilsontech.org	Not Available	227-N Adult Career & Technical Education 631-667-6000 ext. 320	Not Available

If you are applying for a benefit for a school or location that does not accept Partnership vouchers, or if you have already paid for your course and prefer to be reimbursed directly, use "TRP" as the school code.

Metropolitan Region

Participating Provider Codes

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
ACCESS CAREERS (NYC) www.accesscareers.edu	Not Available	106-N Tony Patel 718-643-9060	Not Available
BIG APPLE TRAINING INC www.bigappletrainingonline.net	Not Available	112-N Admissions 914-437-7373	Not Available
BOROUGH OF MANHATTAN COMMUNITY COLLEGE www.bmcc.cuny.edu	453-U Academic Advisement & Transfer Center 212-220-8315	453-N Eula Henry 212-346-8433	Not Available
CCNY CENTER FOR WORKER EDUCATION www.ccny.cuny.edu/cwe	308-UG Receptionist 212-925-6625	Not Available	308-UG Receptionist 212-925-6625
COLLEGE OF STATEN ISLAND/CUNY https://www.csi.cuny.edu/continuing-education	338-UG Jennifer Durando 718-982-2188	338-N Jennifer Yip 718-982-2182	338-UG Jennifer Durando 718-982-2188
CORNELL UNIVERSITY ILR (NYC) www.ilr.cornell.edu	291-UN Jasminy Joe 212-340-2874	291-UN Jasminy Joe 212-340-2874	Not Available
CUNY JOHN JAY COLLEGE www.jjay.cuny.edu	314-UG Jay Express 212-663-7867	Not Available	314-UG Jay Express 212-663-7867
CUNY LEHMAN COLLEGE www.lehman.edu/ce	321-UG Dugeidy Ortiz dugeidy.ortiz@lehman.cuny.edu 718-960-8242	321-N Maryann Drago-Dowling 718-960-8077	321-UG Dugeidy Ortiz dugeidy.ortiz@lehman.cuny.edu 718-960-8242
CUNY QUEENS COLLEGE www.qc.cuny.edu	332-UG JSM Center for Worker Education @ Queens College 718-997-3060	Not Available	332-UG JSM Center for Worker Education @ Queens College 718-997-3060

Metropolitan Region

Participating Provider Codes (Cont.)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
CUNY SCHOOL OF LABOR & URBAN STUDIES www.slu.cuny.edu	333-UG Maureen LaMar 347-330-8372	Not Available	333-UG Maureen LaMar 347-330-8372
CUNY SCHOOL OF PROFESSIONAL STUDIES www.sps.cuny.edu	334-UNG Thomas Jennings 646-664-8501	334-UNG Thomas Jennings 646-664-8501	334-UNG Thomas Jennings 646-664-8501
HOSTOS COMMUNITY COLLEGE www.hostos.cuny.edu	402-U Xiomarra Dumancela 718-518-4358	402-N Magdalena Ramirez-Nieves 718-518-6719	Not Available
KINGSBOROUGH COMMUNITY COLLEGE www.kbcc.cuny.edu	Not Available	434-N Toneeka Crawford 718-368-5056	Not Available
LAGUARDIA COMMUNITY COLLEGE www.lagcc.cuny.edu	437-U Admissions 718-482-7206	437-N Serena Bowles 718-730-7051	Not Available
MEDGAR EVERS COLLEGE www.mec.cuny.edu	471-U Thais Pilieri 718-270-6095	Not Available	Not Available
NEW YORK CITY COLLEGE OF TECHNOLOGY www.citytech.cuny.edu	329-UN Nadia Kennedy 718-260-5780	329-UN Nadia Kennedy 718-260-5780	Not Available
QUEENSBOROUGH COMMUNITY COLLEGE www.qcc.cuny.edu	545-U Registrar's Office 718-631-6212	Not Available	Not Available

Metropolitan Region

Participating Provider Codes (Cont.)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
SAM CONSULTING SERVICES INC www.samconsulting.com	Not Available	588-N Admissions Office 718-648-3997	Not Available
UNIVERSAL EMERGENCY CARE TRAINING www.emslife.com	Not Available	694-N Dr. Roy A. London 718-855-7366	Not Available

If you are applying for a benefit for a school or location that does not accept Partnership vouchers, or if you have already paid for your course and prefer to be reimbursed directly, use "TRP" as the school code.

Southern Region

Participating Provider Codes

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
BIG APPLE TRAINING INC www.bigappletrainingonline.net	Not Available	112-N Admissions 914-437-7373	Not Available
BOCES SOUTHERN WESTCHESTER www.adulted.swboces.org	Not Available	210-N Adult Education Office 914-592-0849	Not Available
BROWN'S AUTO DRIVING SCHOOL www.browns-cdl.com	Not Available	726-N Ken Brown 845-297-6222	Not Available
DUTCHESS BOCES/ALI www.dcboces.org/adults	Not Available	134-N Rebecca Green 845-483-3640 ext. 6102	Not Available
DUTCHESS COMMUNITY COLLEGE www.sunydutchess.edu	353-U Daphne Demps-Claire 845-431-8064	353-N Susan Rogers 845-431-8952	Not Available
DUTCHESS SCHOOL OF DRIVING INC www.dutchessschoolofdriving.com	Not Available	351-N Daniele Dominijanni 845-226-6700	Not Available
MARIST COLLEGE www.marist.edu/admission/adult	458-UNG Office of Undergraduate Admissions-Kent Rinehart 845-575-3226	458-UNG Office of Undergraduate Admissions-Kent Rinehart 845-575-3226	458-UNG Office of Undergraduate Admissions-Kent Rinehart 845-575-3226
NYACK COLLEGE www.nyackcollege.edu	528-UG Admissions Office 800-876-9225	Not Available	528-UG Admissions Office 800-876-9225
ORANGE COUNTY COMMUNITY COLLEGE www.sunyorange.edu	533-UN Robin Knosp 845-341-4947	533-UN Robin Knosp 845-341-4947	Not Available

Southern Region

Participating Provider Codes (Cont.)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
ORANGE-ULSTER BOCES www.ouboces.org	Not Available	185-N LindaLee DeLeo 845-781-6715 ext. 10776	Not Available
PURCHASE COLLEGE www.purchase.edu	677-UN Office of Admissions 914-251-6300	677-UN Office of Admissions 914-251-6300	Not Available
PUTNAM/NORTHERN WESTCHESTER BOCES www.pnwbores.org	Not Available	200-N Gloria Vazquez 914-248-2430	Not Available
ROCKLAND BOCES www.rocklandbores.org	Not Available	206-N Christopher D'Ambrese 845-348-3528	Not Available
ROCKLAND COMMUNITY COLLEGE www.sunyrockland.edu	554-UN Anthony Rooney 845-574-4370	554-UN Anthony Rooney 845-574-4370	Not Available
SULLIVAN COUNTY COMMUNITY COLLEGE www.sunysullivan.edu	602-UN Jennifer King 845-434-5750 ext. 4201	602-UN Jennifer King 845-434-5750 ext. 4201	Not Available
SUNY NEW PALTZ www.newpaltz.edu	660-UG Shala Mills 845-257-3550	660-N Shala Mills 845-257-3550	660-UG Shala Mills 845-257-3550
TROY BOILER WORKS, INC. www.troyboilerworks.com	Not Available	724-N John Foote 518-390-3968	Not Available
ULSTER BOCES www.ulsterbores.org	Not Available	234-N Carolyn Detweiler 845-331-5050	Not Available

Southern Region

Participating Provider Codes (Cont.)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
ULSTER COUNTY COMMUNITY COLLEGE www.sunyulster.edu	689-UN Melanie Quick 845-687-5099	689-UN Melanie Quick 845-687-5099	Not Available
WESTCHESTER COMMUNITY COLLEGE www.sunywcc.edu	701-UN Peter Lillo 914-606-6571	701-UN Peter Lillo 914-606-6571	Not Available

If you are applying for a benefit for a school or location that does not accept Partnership vouchers, or if you have already paid for your course and prefer to be reimbursed directly, use "TRP" as the school code.

Capital Region Participating Provider Codes

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
ADDICTIONS CARE CENTER OF ALBANY www.theacca.net	Not Available	722-N Michael Barbarulo 518-434-2367 ext. 112	Not Available
CAPITAL REGION BOCES (HEALTH CAREERS) www.capregboces.org	Not Available	258-N Jenna Wallace jenna.wallace@neric.org 518-862-4709	Not Available
CAPITAL REGION BOCES (ADULT EDUCATION) www.capitalregionboces.org	Not Available	723-N Maria Huntington 518-862-4791	Not Available
CDL SCHOOL (THE) www.cdlschool.com	Not Available	272-N Andrea Hanley or Jamie Bernard 518-427-8000	Not Available
CLINTON COMMUNITY COLLEGE www.clinton.edu	275-UN John Borner 518-562-4121	275-UN John Borner 518-562-4121	Not Available
COLUMBIA-GREENE COMMUNITY COLLEGE www.sunycgcc.edu	284-U Office of Admissions, admissions@sunycgcc.edu 518-828-4181 ext. 3427	284-N Amanda Karch 518-828-4181 ext. 3345	Not Available
COMPUTER VISIONS www.compvisions.com	Not Available	279-N Pamela (Smith) Lansing 518-437-1600	Not Available
EMPIRE STATE ENGLISH www.esenglish.org	Not Available	363-N Kimberly Andersen 518-729-5407	Not Available
FULTON-MONTGOMERY COMMUNITY COLLEGE www.fmcc.suny.edu	377-UN Admissions Office 518-736-3622 ext. 8301	377-UN Admissions Office 518-736-3622 ext. 8301	Not Available

Capital Region

Participating Provider Codes (Cont.)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
HUDSON VALLEY COMMUNITY COLLEGE www.hvcc.edu	404-U Office of Continuing Education 518-629-7338	404-N Workforce@HVCC.edu 518-629-4111	Not Available
MICROKNOWLEDGE INC www.microknowledge.com	Not Available	478-N Tammy Mayer 518-786-1181	Not Available
MILDRED-ELLEY www.mildred-elley.edu	480-UN Admissions Office 518-786-0855	480-UN Admissions Office 518-786-0855	Not Available
NORTH COUNTRY COMMUNITY COLLEGE www.nccc.edu	527-U Michelle St. Louis 518-891-2915 ext. 1278	Not Available	Not Available
RUSSELL SAGE COLLEGE www.sage.edu	557-UNG Kim Higgins 518-244-2342	557-UNG Kim Higgins 518-244-2342	557-UNG Kim Higgins 518-244-2342
SCHENECTADY COUNTY COMMUNITY COLLEGE www.sunysccc.edu (lower case)	560-UN Registrar 518-381-1348	560-UN Registrar 518-381-1348	Not Available
SIENA COLLEGE www.siena.edu	563-U School of Liberal Arts 518-783-2325	Not Available	Not Available
SUNY ADIRONDACK www.sunyacc.edu	104-UN Nancy Palangi 518-743-2300 ext. 2496	104-UN Nancy Palangi 518-743-2300 ext. 2496	Not Available

Capital Region Participating Provider Codes (Cont.)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
SUNY COBLESKILL www.cobleskill.edu	632-U Sarah Ledermann 518-255-5282	Not Available	Not Available
SUNY PLATTSBURGH www.plattsburgh.edu	671-UG Student Accounts 518-564-3120	Not Available	671-UG Student Accounts 518-564-3120
TROY BOILER WORKS, INC. www.troyboilerworks.com	Not Available	724-N John Foote 518-390-3968	Not Available
UNIVERSITY AT ALBANY www.albany.edu	605-UG Christine Priest 518-437-4718	Not Available	605-UG Christine Priest 518-437-4718
WASHINGTON-SARATOGA-WARREN BOCES www.etaprogram.org	Not Available	208-N Michelle Stockwell 518-581-3604	Not Available
WILDWOOD PROGRAMS INC. www.wildwoodprograms.org	Not Available	705-N Melinda Burns 518-640-3352	Not Available

If you are applying for a benefit for a school or location that does not accept Partnership vouchers, or if you have already paid for your course and prefer to be reimbursed directly, use "TRP" as the school code.

Central Region

Participating Provider Codes

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
BINGHAMTON UNIVERSITY https://www.binghamton.edu/institutes/jjwb/index.html	611-UG Admissions Center 607-777-2171	611-N Debbie Collett-O'Brien 607-777-3537	611-UG Admissions Center 607-777-2171
BOCES OSWEGO www.citiboces.org	Not Available	191-N Adult Offerings Admission Office 315-593-9400	Not Available
BROOME COMMUNITY COLLEGE www.sunybroome.edu	242-UN Marty Guzzi 607-778-5527	242-UN Marty Guzzi 607-778-5527	Not Available
BROOME-TIOGA BOCES www.btbooces.org/AdultEducation.aspx	Not Available	113-N Lynette Bryan 607-763-3616	Not Available
CAYUGA COMMUNITY COLLEGE www.cayuga-cc.edu	263-UN Student Development 315-255-1743 ext. 2230	263-UN Student Development 315-255-1743 ext. 2230	Not Available
CAZENOVIA COLLEGE www.cazenovia.edu	261-UN Carla M. DeShaw 315-655-7222	261-UN Carla M. DeShaw 315-655-7222	Not Available
DELAWARE-CHENANGO-MADISON-OTSEGO BOCES www.dcmoboces.com	Not Available	131-N Adult & Continuing Education 607-335-1210	Not Available
GREATER SOUTHERN TIER BOCES (BUSH CAMPUS) www.gstbooces.org/adulted	Not Available	209-N Dena Zoerman 607-739-7905 ext. 1388	Not Available

Central Region

Participating Provider Codes (Cont.)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
HERKIMER COUNTY COMMUNITY COLLEGE www.herkimer.edu	386-U Aaron Alford 315-866-0300 ext. 8317	Not Available	Not Available
JEFFERSON COMMUNITY COLLEGE www.sunyjefferson.edu	428-U Chelsea Marra 315-786-6544	Not Available	Not Available
JEFFERSON-LEWIS-HAMILTON-HERKIMER-ONEIDA BOCES www.boces.com	Not Available	721-N Julie Brouse 315-779-7237	Not Available
MADISON-ONEIDA BOCES www.moboces.org	Not Available	176-N Natalie Zumpano 315-793-8696	Not Available
MOHAWK VALLEY COMMUNITY COLLEGE www.mvcc.edu	482-UN Business Office 315-792-5475	482-UN Business Office 315-792-5475	Not Available
NATIONAL TRACTOR TRAILER SCHOOL INC www.ntts.edu	Not Available	720-N Darlene McCann 315-451-2430	Not Available
ONONDAGA COMMUNITY COLLEGE www.sunyocc.edu	530-U Registrar 315-498-2530	Not Available	Not Available
ONONDAGA/CORTLAND/MADISON BOCES (LIVERPOOL) www.ocmboces.org	Not Available	179-N Matthew Tarolli 315-453-4466	Not Available
OTSEGO NORTHERN CATSKILLS BOCES www.oncboces.org	Not Available	192-N Terri Chichester 607-431-2562	Not Available
ST LAWRENCE-LEWIS BOCES www.sllboces.org/page/2001	Not Available	216-N Office of Adult & Continuing Education 888-360-7693	Not Available

Central Region

Participating Provider Codes (Cont.)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
SUNY COLLEGE OF TECHNOLOGY AT CANTON www.canton.edu	626-UN Student Service Center 315-386-7616	626-UN Student Service Center 315-386-7616	Not Available
SUNY CORTLAND www.cortland.edu	635-UG Student Registration and Record Services 607-753-4702	Not Available	635-UG Student Registration and Record Services 607-753-4702
SUNY DELHI www.delhi.edu	638-UNG Admissions Office 607-746-4550	638-UNG Admissions Office 607-746-4550	638-UNG Admissions Office 607-746-4550
SUNY MORRISVILLE www.morrisville.edu	656-U Admissions 315-684-6046	Not Available	Not Available
SUNY ONEONTA www.oneonta.edu	665-UG Rebecca Lynch 607-436-2548	Not Available	665-UG Rebecca Lynch 607-436-2548
SUNY OSWEGO www.oswego.edu/extended-learning	668-UG hr@oswego.edu 315-312-3626	668-N Robin Duger 315-312-4028	668-UG hr@oswego.edu 315-312-3626
SUNY POLYTECHNIC INSTITUTE www.sunypoly.edu	683-UG Gina Liscio 315-792-7500	Not Available	683-UG Gina Liscio 315-792-7500
SUNY POTSDAM www.potsdam.edu	674-UG Joe Wisniewski 315-267-3119	Not Available	674-UG Joe Wisniewski 315-267-3119
TOMPKINS-CORTLAND COMMUNITY COLLEGE www.tompkinscortland.edu	686-UN Office of Admissions 607-844-6580	686-UN Office of Admissions 607-844-6580	Not Available

If you are applying for a benefit for a school or location that does not accept Partnership vouchers, or if you have already paid for your course and prefer to be reimbursed directly, use "TRP" as the school code.

Western Region

Participating Provider Codes

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
ALFRED STATE COLLEGE www.alfredstate.edu	608-U Wendy Dresser-Recktenwald 607-587-4015	608-N Tammy Edwards 607-587-4017	Not Available
BOCES ERIE #1 www.e1b.org/wfd	Not Available	137-N Patricia Riegle 716-821-7027	Not Available
BOCES GENESEE/LIVINGSTON/STEUBEN/WYOMING www.gvboces.org	Not Available	158-N John Cima 585-344-7720	Not Available
BUFFALO STATE COLLEGE www.buffalostate.edu	620-UNG Kristin Fields 716-878-5907	620-UNG Kristin Fields 716-878-5907	620-UNG Kristin Fields 716-878-5907
CATTARAUGUS-ALLEGANY BOCES www.caboces.org or https://registration.xenegrade.com/caboces	Not Available	265-N Bethany Ruane 716-376-8384	Not Available
COLLEGE AT BROCKPORT www.brockport.edu	614-UG Dr. Susan Lowey 585-395-5323	Not Available	614-UG Dr. Susan Lowey 585-395-5323
CORNELL UNIVERSITY ILR (BUFFALO) www.ilr.cornell.edu	290-UN Art Wheaton 716-777-0303 ext. 116	290-UN Art Wheaton 716-777-0303 ext. 116	Not Available
CORNING COMMUNITY COLLEGE www.corning-cc.edu	296-UN Educational Planning Center 607-962-9875	296-UN Educational Planning Center 607-962-9875	Not Available

Western Region

Participating Provider Codes (Cont.)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
ERIE 2 CC BOCES www.e2ccb.org	Not Available	140-N Jill Valvo 716-549-4454	Not Available
ERIE COMMUNITY COLLEGE www.ecc.edu	368-U Brittni (Brown) Benson 716-851-1505	Not Available	Not Available
FINGER LAKES COMMUNITY COLLEGE www.flcc.edu	287-UN One Stop Center 585-785-1000	287-UN One Stop Center 585-785-1000	Not Available
GENESEE COMMUNITY COLLEGE www.geneseecollege.edu	380-UN Sandra Hofert 585-343-0055 ext. 6508	380-UN Sandra Hofert 585-343-0055 ext. 6508	Not Available
HILBERT COLLEGE www.hilbert.edu	394-UG Office of Admissions 716-926-8780	Not Available	394-UG Office of Admissions 716-926-8780
JAMESTOWN COMMUNITY COLLEGE www.sunyjcce.edu	422-UN Frank J. Porpiglia 716-363-6500	422-UN Frank J. Porpiglia 716-363-6500	Not Available
MONROE #1 BOCES www.monroe.edu/careertraining	Not Available	166-N Amy Spindler 585-387-3816	Not Available
MONROE 2-ORLEANS BOCES www.monroe2boces.org/cwd	Not Available	235-N Admissions Office 585-349-9100	Not Available
MONROE COMMUNITY COLLEGE www.monroeccc.edu	488-UN Admissions Office 585-292-2200	488-UN Admissions Office 585-292-2200	Not Available
NATIONAL COUNCIL ON ALCOHOLISM & DRUG DEPENDENCE www.ncadd-ra.org	Not Available	500-N Jennifer Faringer 585-719-3480	Not Available

Western Region

Participating Provider Codes (Cont.)

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
NATIONAL TRACTOR TRAILER SCHOOL INC www.ntts.edu	Not Available	720-N Darlene McCann 315-451-2430	Not Available
NIAGARA COUNTY COMMUNITY COLLEGE www.niagaracc.suny.edu	515-UN Admissions Office 716-614-6200	515-UN Admissions Office 716-614-6200	Not Available
ORLEANS NIAGARA BOCES www.onboces.org	Not Available	188-N Charles Diemert 716-731-6800 ext. 3101	Not Available
PROFESSIONAL DRIVER INSTITUTE INC www.pditruckingschool.com	Not Available	532-N Kelly Phalen 585-293-1203 ext. 101	Not Available
STATE UNIVERSITY OF NEW YORK AT FREDONIA www.fredonia.edu	650-UG Eric Skowronski 716-673-3177	Not Available	650-UG Eric Skowronski 716-673-3177
SUNY GENESEO www.geneseo.edu	653-UG Sandra Argentieri 585-245-5621	Not Available	653-UG Sandra Argentieri 585-245-5621
TROCAIRE COLLEGE www.trocaire.edu	688-UN Admissions Office info@trocaire.edu 716-828-2545 ext. 2485	688-UN Admissions Office info@trocaire.edu 716-828-2545 ext. 2485	Not Available
UNIVERSITY AT BUFFALO www.buffalo.edu	623-UG Office of Student Accounts 716-645-1800	Not Available	623-UG Office of Student Accounts 716-645-1800
WAYNE-FINGER LAKES BOCES http://wflbocesadulted.org	Not Available	236-N Ashley Schultz 315-332-7222	Not Available

If you are applying for a benefit for a school or location that does not accept Partnership vouchers, or if you have already paid for your course and prefer to be reimbursed directly, use "TRP" as the school code.

Non-Traditional And Statewide Participating Provider Codes

School Name	Undergraduate Credit	Non-Credit	Graduate Credit
CENTRAL STATE UNIVERSITY https://centralstate.edu	725-U Student Resource Center 888-897-9671	Not Available	Not Available
EASTERN GATEWAY COMMUNITY COLLEGE www.egcc.edu	354-U Student Resource Center 888-590-9009	Not Available	Not Available
EXCELSIOR COLLEGE www.excelsior.edu	547-UG Mark Diodato 518-464-8829	Not Available	547-UG Mark Diodato 518-464-8829
SUNY EMPIRE STATE COLLEGE www.esc.edu or www.esc.edu/grad	ESC-UG 1Stop Student Services Center 800-847-3000 ext. 2285	Not Available	ESC-UG 1Stop Student Services Center 800-847-3000 ext. 2285

If you are applying for a benefit for a school or location that does not accept Partnership vouchers, or if you have already paid for your course and prefer to be reimbursed directly, use "TRP" as the school code.

Application Instructions



Important: Employer-paid tuition benefits, like those provided by the NYS & CSEA Partnership's Tuition Benefits Program, can be taxable under certain conditions.

If you are applying for a **voucher** (payment provided directly to the participating school):

1. Complete the application as requested.
2. Include the correct school code and name, which is listed on pages 17 through 34 in this catalog.

Each school listing includes a specific school code that is required on the application form. **Please note that some schools have different school codes for graduate credit-bearing, undergraduate credit-bearing, and non-credit courses, and are listed separately.** It is important to use the correct school code, which is listed above the school contact name or office, on your application because schools accept vouchers only for certain types of courses.

How to Read School Provider Codes

Types of Credits (listed above the name of the school contact)

(N) - Non-Credit Courses

(U) - Undergraduate Credit Courses

(G) - Graduate Credit Courses

If you are applying for **reimbursement** (payment provided directly to you, the student):

1. Complete the application as requested.
2. Use "**TRP**" (Tuition Reimbursement Program) for the school code, and include the school's full name.
3. Do not include supporting documentation at this time.

The Partnership's fax number and email address are listed on the front of the application form. You will receive a response within 10 business days. If you do not, please call (800) 253-4332 (Press Option 1) to inquire about your application.

Please note: Eligible courses must be in session during the time frame of April 1, 2022, and March 31, 2023.

All courses must be vocational, trade, technical, or business-related, and relevant to a New York State occupation or New York State workforce need.

Many colleges offer basic skills courses in English, reading, writing, and math, or offer Adult Basic Education, high school equivalency, and English for Speakers of Other Languages (ESOL) courses. These courses are often free, but the Partnership can cover the course if tuition is charged.

Non-credit courses on subjects not relevant to any New York State workforce need can be viewed on page 3.

To be eligible to apply, you must be a NYS employee in the ASU/02, OSU/03, ISU/04, or DMNA/47 bargaining units who has received a NYS paycheck at the time the application is received by the Partnership (after first paycheck and before last paycheck). **Applications submitted during this application period must be used for courses that are in session during this application period (April 1, 2022 - March 31, 2023).**

NYS EMPLID: N OR

Have your NYS or CSEA ID ready when filling out your application.

CSEA ID #:

Name: _____

Mailing Address: _____

City: _____ State: _____

Best contact phone number: () _____ Ext. _____ NYS Age _____

Email address: _____

Vouchers/reimbursement approval forms will be mailed to the address you list on this application. Please make sure the address is current. Vouchers/reimbursement approval forms will never be faxed or emailed to you.

You may apply for up to TWO standard tuition benefits during the program year (April 1, 2022-March 31, 2023). **All applications must be received by March 31, 2023.**

To apply for vouchers, fill in the 4 to 6 digit participating voucher school code and name of the school on each line below. All participating voucher schools and their codes can be found [here](#).

To apply for reimbursement, use "TRP" as the school code if you are applying for a location that does not accept Partnership vouchers, or if you have already paid for your course and will be reimbursed directly.

You can find your school code by clicking this link. For reimbursement, your school code will always be TRP.

DO NOT SEND PAYMENT/COMPLETION DOCUMENTATION AT THIS TIME.

Benefit 1:

Partnership School Code:

School Name: _____

Benefit 2:

Partnership School Code:

 -

School Name: _____

Subject Area: _____

You can apply for up to two tuition benefits on this application. If you are taking two courses this program year, consider applying for two benefits.

By checking this box, I agree that all of the information contained on this application is true and correct, and I authorize the Partnership to use this information for the purpose of processing my application.

This subject area can be the major you are pursuing or program you are enrolled in.

Date: _____

Application as an Attachment to:

tuitionapplications@nyscseapartnership.org

Fax: (518) 486-1989 | **Call:** (800) 253-4332 (option 1) with any questions

Mail: Corporate Plaza East – Suite 502, 240 Washington Avenue Extension Albany, New York 12203

[Click here if you have a disability that requires a reasonable accommodation in order to participate in a course.](#)

To be eligible to apply, you must be a NYS employee in the ASU/02, OSU/03, ISU/04, or DMNA/47 bargaining units who has received a NYS paycheck at the time the application is received by the Partnership (after first paycheck and before last paycheck). **Applications submitted during this application period must be used for courses that are in session during this application period (April 1, 2022 - March 31, 2023).**

NYS EMPLID: N OR

The NYS EMPLID can be found on your paystub. The CSEA ID # can be found on your CSEA membership ID card.

CSEA ID #:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Best contact phone number: () _____ Ext. _____ NYS Agency Name: _____

Email address: _____

You may apply for up to TWO standard tuition benefits during the program year **(April 1, 2022-March 31, 2023)**. **All applications must be received by March 31, 2023.**

To apply for vouchers, fill in the 4 to 6 digit participating voucher school code (located above to the name or office of the school contact), and name of the school on each line below. All participating voucher schools and their codes can be found [here](#).

To apply for reimbursement, use "TRP" as the school code if you are applying for benefits at a school or location that does not accept Partnership vouchers, or if you have already paid for your course and prefer to be reimbursed directly.

DO NOT SEND PAYMENT/COMPLETION DOCUMENTATION AT THIS TIME.

Benefit 1:

Partnership
School Code:

School Name: _____

Benefit 2:

Partnership
School Code:

 -

School Name: _____

Subject Area: _____

By checking this box, I agree that all of the information contained in this application is true and accurate to the best of my knowledge and belief. I hereby authorize the school named above to release to the Partnership final grades and other course information regarding my participation.

Date: _____

Save and Email the Completed Application as an Attachment to:

tuitionapplications@nyscseapartnership.org

Fax: (518) 486-1989 | **Call:** (800) 253-4332 (option 1) with any questions

Mail: Corporate Plaza East – Suite 502, 240 Washington Avenue Extension Albany, New York 12203

[Click here if you have a disability that requires a reasonable accommodation in order to participate in a course.](#)

NYS & CSEA
Partnership

www.nyscseapartnership.org



@nyscseapartnership



@NYSCSEA