

 <p>The College at Brockport</p> <p>Category: Office of Human Resources</p> <p>Responsible Office: Human Resources</p>	<p>Policy Title: CSEA Tuition Assistance Program</p>
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Policy:

The CSEA Tuition Assistance Program is administered by New York State and the CSEA Partnership for Education and Training.

The program provides money to help you:

- Update your job skills or start a new career direction by taking a course at your local BOCES, local school district, or community college
- Earn credits towards a degree or certificate at a community college or four-year university
- Update your basic writing skills, study English for Speakers of Other Languages (ESOL), or obtain a high school diploma (GED)
- Increase your self-confidence by exploring your intellectual and creative interests

You can receive a voucher that pays tuition at participating schools or receive reimbursement for tuition at other accredited schools and for national credit-by-examination fees.

Eligibility:

You are eligible to participate in the program if you are:

- CSEA-represented State employee (ASU, ISU, OSU, or DMNA) who is receiving a New York State paycheck when applying OR
- CSEA-represented state employee who has been laid-off in the past year, has not been rehired in a permanent CSEA-represented state position, and is on a Civil Service Preferred List.

Benefit:

At participating schools listed in the NYS & CSEA Partnership for Education and Training booklet, a voucher will cover full tuition for:

- One undergraduate course up to a maximum of 4 credits (at the resident rate) OR
- One non-credit course up to \$724 OR

- One Excelsior College fee (other than enrollment/initial evaluation or clinical nursing exam)

At participating schools, a voucher will only partially cover:

- Graduate tuition
- 4-year CUNY tuition charged at the non-matriculated rate
- Tuition charged at a non-resident rate
- Some private college specialty courses
- Excelsior College enrollment/initial evaluation fee or clinical nursing exam

The employee is responsible for any taxes and other withholdings as defined by the Internal Revenue Service (IRS) code. This taxation of educational benefits is subject to continuous change. Please contact your financial advisor or accountant for details.

Procedure:

1. Please contact the Partnership for Education and Training at 1-802-253-4332 for current procedure and applicable forms. You may also visit the Partnership for Education and Training's web page at:
http://www.nyscseapartnership.org/website/about_partnership.cfm

Forms:

Applications and instruction booklets are mailed to the homes of past participants. Applications and instruction booklets may also be obtained from the Partnership for Education and Training's web page at http://www.nyscseapartnership.org/website/about_partnership.cfm or the Office of Human Resources.