
**NYS
& CSEA
Partnership**
for Education and Training



Tuition Benefits Program 2018-2019

For CSEA-represented NYS
Executive Branch Employees

Applications accepted from April 1, 2018 to March 31, 2019

Table of Contents

| | |
|---|----|
| Purpose | 1 |
| Eligibility | 1 |
| Advisement | 1 |
| Course Criteria | 2 |
| Types of Benefits | 2 |
| Tuition Coverage Limits | 3 |
| Applying for Your Benefits | 3 |
| Using Your Tuition Benefits | 4 |
| Changing Schools or Benefit Type | 4 |
| Changing Courses | 4 |
| Dropping Courses | 4 |
| Canceling Benefits | 4 |
| Additional Questions | 5 |
| Other Financial Aid | 5 |
| Taxes | 6 |
| Additional Education Resources | 6 |
| Participating Schools | 7 |
| Credit-by-Examination Fee Reimbursement for CLEP, DSST, TECEP, and Excelsior College Exams | 22 |
| Certification and Licensure Examination Fee Reimbursement | 22 |
| Application Form | 23 |

The information presented in this catalog was accurate at the time of publication.



Purpose

The Tuition Benefits Program provides educational benefits to CSEA-represented New York State (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 listed in this catalog.

Tuition Reimbursement - Authorized repayment of tuition to students upon successful 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), DANTES Subject Standardized Tests (DSST), 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.



The 2018-2019 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.

Eligibility

You are eligible 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 be eligible with proper documentation. Documentation must specify the type of leave, as well as 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 that you seek academic advisement by calling the school directly for information on their programs and requirements. You may call a Partnership advisor at (518) 486-7814 or (800) 253-4332 for general advisement and assistance with applying for tuition benefits. Partnership advisors are available for individual confidential advisement in the areas of educational planning, alternative approaches to furthering your education, educational financing, and adult education basics.



When completing a tuition benefits application, please refer to pages 9 through 21 for the school code and types of courses (graduate credit, undergraduate credit, and non-credit) for which tuition benefits may be used. The name of the person at the school to whom questions should be directed is listed as well.



Course Criteria

Eligible courses must be in session sometime between April 1, 2018 and March 31, 2019. All courses must be vocational, trade, technical, or business-related, 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. Non-credit courses on subjects not relevant to any NYS workforce need **are not eligible**, including but not limited to the following:

- 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

Types of Benefits

Tuition Voucher

Schools that are participating in the Tuition Voucher Program have agreed to accept vouchers in lieu of payment from students and will bill the Partnership directly for course tuition. Some schools may have multiple campuses, but only selected campuses accept vouchers. Schools participating in the Tuition Voucher Program are listed on pages 9 through 21.

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.



Credit-by-Examination Fee Reimbursement

Reimbursement of CLEP, DSST, TECEP, and Excelsior College exams (up to a maximum of \$350 per exam) is available in addition to your standard tuition benefits. See page 22 for a more detailed description of this program, or call (518) 486-7814 or (800) 253-4332, or email Partnership advisors at advisors@nyscseapartnership.org.

Certification and Licensure Examination Fee Reimbursement

Reimbursement for an unlimited number of certification or licensure exam fees (up to a maximum of \$350 per exam) is available in addition to your standard tuition benefits. See page 22 for a more detailed description of this program, or call (518) 486-7814 or (800) 253-4332, or email Partnership advisors at advisors@nyscseapartnership.org.



Tuition Coverage Limits

The 2018-2019 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:

- Tuition for **ONE** credit-bearing course, up to a maximum of four credits at the resident tuition per credit rate, not to exceed \$285 per credit, **OR**
- Tuition for **ONE** non-credit course up to \$1,140, **OR**
- **ONE** Excelsior College fee up to a maximum of \$1,140.

Two tuition benefits (tuition vouchers **OR** tuition reimbursements) can be combined and used for one non-credit course that is more than \$1,140, or for one credit-bearing course that is more than four credits, or for one Excelsior College fee that costs more than \$1,140.

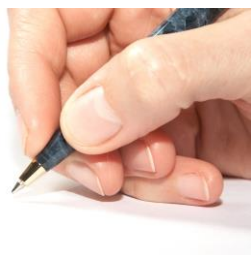
Tuition costs in excess of the maximum provided are the student's responsibility. All fees and other expenses are also the student's responsibility.

Applying for Your Benefits

The application form is included in the back of this catalog. Applications for this program year will be accepted until March 31, 2019, and applications must be RECEIVED (not postmarked) by March 31, 2019.

The Partnership's address, fax number, and email address is printed on the application form. You will receive a response within 10 business days. If you do not, please call (518) 486-7814 or (800) 253-4332 to inquire 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 9 through 21 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 assigned to them 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.

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

1. Complete the Tuition Benefits Program application.
2. Use "TRP" (**T**uition **R**eimbursement **P**rogram) for the school code and include the school's full name and website address.
3. **Do not include course completion 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 Benefits

Tuition Voucher

If you receive a voucher for a participating school, you must follow the school's registration instructions and schedule, and you must submit the original voucher to the school when you register or pay for your course. By doing so, you give permission to 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 original voucher to the school, you may be billed by the school.

Tuition Reimbursement

If you receive reimbursement approval, you must return the completed reimbursement approval form to the Partnership **after** completing the course. A copy of your receipt 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. Reimbursement of tuition 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, 2019. Please call the Partnership if you cannot provide the appropriate documentation by this date.**



Changing Schools or Benefit Type

If you want to attend a school other than the one for which you were originally approved, or change the benefit type, return the **original approval form** by March 31, 2019, 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 (518) 486-7814 or (800) 253-4332 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 as long as the new course meets the course criteria on page 2.

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 voucher 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, 2018 to March 31, 2019) and want to cancel it, you must return the **original approval form** by March 31, 2019, 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 (518) 486-7814 or (800) 253-4332 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.

Additional Questions

Call (518) 486-7814 or (800) 253-4332 if you have questions. Partnership advisors may also be contacted by email at advisors@nyscseapartnership.org.

Other Financial Aid

You may be eligible for state or federal student financial aid if you are 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 awarded to undergraduate students who have not yet earned a bachelor's 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 either in college financial aid offices or online at www.fafsa.ed.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.

NYS Claim for 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



may offer you a greater tax savings if you itemized your deductions on your federal return. See publication IT-272 at www.tax.ny.gov for more information.

The AFSCME Free College Benefit

AFSCME has partnered with Eastern Gateway Community College to offer the AFSCME Free College Benefit program so you and your family members can earn an associate degree for free. The AFSCME Free College Benefit combines PELL grants and employer tuition assistance with AFSCME's "last dollar scholarship." Together, these funds cover your full tuition amount for participating online degree programs at Eastern Gateway Community College. For more information about this program, visit www.FreeCollege.AFSCME.org.

Tuition Assistance Program (TAP)

The New York State Tuition Assistance Program (TAP) helps eligible New York residents pay tuition at approved schools in New York State. Depending on the academic year in which you begin study, an annual TAP award can be up to \$5,165. 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.

For more information about any of the financial aid programs described, call (518) 486-7814 or (800) 253-4332, or email a Partnership advisor at advisors@nyscseapartnership.org.

Taxes

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.
- Educational assistance benefits that exceed \$5,250 may be taxable, unless they can be excluded as a "working condition fringe benefit."

However, these exemptions can change from one tax year to another. **If educational assistance benefits 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 you in the following areas:

- **Financing Your Education** - Information about various financial aid programs, federal and NYS tax credits, and scholarship searches.





- **Academic Advisement** - Assistance with choosing courses and schools best suited to your needs, suggesting alternative ways to earn college credits, deciding whether or not to pursue a college degree, and choosing a college major.
- **Adult Education Basics, ESOL, and High School Equivalency** - Referral information, advisement, and financial assistance to improve math, reading, and writing skills; study English for Speakers of Other Languages (ESOL); or obtain a high school diploma.

Contact a Partnership advisor at (518) 486-7814 or (800) 253-4332 to learn about all options available to you.

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 management. Partnership advisors work with employees in all of these areas. Single copies of each guide are available by calling (518) 486-7814 or (800) 253-4332, or can be downloaded from the Catalogs, Applications, and Publications page at www.nyscsepartnership.org.

- 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

Support Services for Students with Disabilities

Many colleges offer assistance to students who have a physical or learning disability. If you have a disability and are interested in taking courses, call the Partnership at (518) 486-7814 or (800) 253-4332 or email us at advisors@nyscsepartnership.org or check 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 NYS Governor's Office of Employee Relations. This website allows current state employees to identify transfer and promotional opportunities, and allows state agencies to publicize their vacancies to this specialized market.

Participating Schools



On pages 9 through 21, you will find regional lists of schools that participate in the Tuition Voucher Program. The school name, contact person, and school code (required on the application form) are included for each participating school. It is important that you 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 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 at www.nyscseapartnership.org.



LONG ISLAND REGION PARTICIPATING PROVIDER CODES

| School Name | Undergraduate Credit | Non-Credit | Graduate Credit |
|---|--|---|---|
| Access Careers | Not Available | Code 103 Mini Sawhney (516) 433-0034 | Not Available |
| Commercial Driver Training, Inc. | Not Available | Code 276 Kim Carsten (631) 249-1330 | Not Available |
| Eastern Suffolk BOCES | Not Available | Code 224 Donna Singer (631) 286-6585 | Not Available |
| Electrical Training Center, Inc. | Not Available | Code 357 Barbara Deacon (631) 226-8021 | Not Available |
| Farmingdale State College | Code 647 Maria Orellana (631) 420-2560 | Not Available | Code 647 Maria Orellana (631) 420-2560 |
| Hofstra University Continuing Education | Not Available | Code 400 June Mullan (516) 463-5014 | Not Available |
| Hunter Business School | Not Available | Code 406 Bridget Headley (516) 796-1000 | Not Available |
| Nassau BOCES | Not Available | Code 173 Cathy Breuer (516) 622-6954 | Not Available |
| Nassau CC | Code 497 Office of Lifelong Learning (516) 572-7472 | Code 498 Office of Lifelong Learning (516) 572-7472 | Not Available |
| Suffolk CCC (Ammerman) | Code 599 Admissions (631) 451-4000 | Not Available | Not Available |
| Suffolk CCC (Eastern) | Code 596 Admissions (631) 548-2512 | Not Available | Not Available |
| Suffolk CCC (Grant) | Code 593 Admissions (631) 851-6719 | Not Available | Not Available |
| SUNY at Stony Brook | Code 680 Office of Student Accounts (631) 632-2455 | Code 681 School of Professional Development (631) 632-7022 | Code 680 Office of Student Accounts (631) 632-2455 |
| SUNY College at Old Westbury | Code 662 Lena Farrugia (516) 876-3446 | Code 662 Lena Farrugia (516) 876-3446 | Code 662 Lena Farrugia (516) 876-3446 |

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.



LONG ISLAND REGION PARTICIPATING PROVIDER CODES (CONTINUED)

| School Name | Undergraduate Credit | Non-Credit | Graduate Credit |
|-----------------------|----------------------|---|-----------------|
| The LEARN Center | Not Available | Code 440 Lyndsay Guidi (631) 926-9580 | Not Available |
| Western Suffolk BOCES | Not Available | Code 227 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 | Not Available | Code 106 Tony Patel (718) 643-9060 | Not Available |
| Big Apple Training, Inc. | Not Available | Code 112 Admissions (718) 231-3600 | Not Available |
| Borough of Manhattan CC | Code 453 Peter Roberts (212) 220-8000 ext. 5192 | Code 452 Eula Henry (212) 346-8433 | Not Available |
| CCNY Center for Worker Education | Code 308 Admissions (212) 925-6625 ext. 241 | Not Available | Code 308 Admissions (212) 925-6625 ext. 241 |
| Cornell University ILR | Not Available | Code 291 Jasminy Joe (212) 340-2874 | Not Available |
| CUNY John Jay College | Code 314 Gerald Garvey/Erica Pabon (212) 237-8473 | Not Available | Code 314 Gerald Garvey/Erica Pabon (212) 237-8473 |
| CUNY Lehman College | Code 321 Junelle Hill (718) 960-8242 | Code 320 Maryann Drago-Dowling (718) 960-8077 | Code 321 Junelle Hill (718) 960-8242 |
| CUNY Queens College | Code 332 JSM Center for Worker Education (718) 997-3060 | Code 331 Selena Chu (718) 997-5706 | Code 332 JSM Center for Worker Education (718) 997-3060 |
| CUNY School of Professional Studies | Code 334 Thomas Jennings (646) 664-8501 | Code 334 Thomas Jennings (646) 664-8501 | Code 334 Thomas Jennings (646) 664-8501 |
| Hostos CC | Code 402 Xiomarra Dumancela (718) 518-4358 | Code 401 Magdalena Ramirez-Nieves (718) 518-6719 | Not Available |
| Kingsborough CC | Not Available | Code 434 Christine Beckner (718) 368-5056 | Not Available |
| LaGuardia CC | Code 437 Admissions (718) 482-7206 | Code 436 Serena Bowles (718) 730-7051 | Not Available |
| Medgar Evers College | Code 471 Dilaila Inirio (718) 270-6091 | Code 470 Lakeish Brown (718) 804-8850 | Not Available |
| New York City College of Technology | Code 329 Nadia Kennedy (718) 260-5780 | Code 329 Nadia Kennedy (718) 260-5780 | Not Available |
| Queensborough CC | Code 545 Registrar's Office (718) 631-6212 | Not Available | Not Available |
| SAM Consulting Services, Inc. | Not Available | Code 588 Admissions Office (718) 648-3997 | 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 (CONTINUED)

| School Name | Undergraduate Credit | Non-Credit | Graduate Credit |
|-----------------------------------|--|---|--|
| The College of Staten Island | Code 338 Suzy Shepardson (718) 982-2281 | Code 337 Emanuel Bloomfield-Jones (718) 982-2182 | Code 338 Suzy Shepardson (718) 982-2281 |
| Universal Emergency Care Training | Not Available | Code 694 Dr. Roy A. London (718) 855-7366 | Not Available |
| York College | Code 342 William Perkins (718) 262-2175 | Code 341 Julissa Perez (718) 262-2791 | 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. | Not Available | Code 112 Admissions (914) 437-7373 | Not Available |
| BOCES Southern Westchester | Not Available | Code 210 Will Guterman (914) 592-0849 | Not Available |
| Commercial Driver Training, Inc. | Not Available | Code 276 Lisa Miliziano (845) 336-2300 | Not Available |
| Dutchess BOCES-ALI | Not Available | Code 134 Elizabeth Hayter (845) 483-3640 | Not Available |
| Dutchess CC | Code 353 Dr. Holly Molella (845) 431-8953 | Code 352 Tim Vermillion (845) 431-8907 | Not Available |
| Marist College | Code 458 Office of Undergraduate Admissions (845) 575-3226 | Code 458 Office of Undergraduate Admissions (845) 575-3226 | Code 458 Office of Undergraduate Admissions (845) 575-3226 |
| Nyack College | Code 528 Admissions Office (800) 876-9225 | Not Available | Code 528 Admissions Office (800) 876-9225 |
| Orange County CC | Code 533 Robin Knosp (845) 341-4947 | Code 533 Robin Knosp (845) 341-4947 | Not Available |
| Orange-Ulster BOCES | Not Available | Code 185 Mariaanna Meyer (845) 781-6715 ext. 2 | Not Available |
| Purchase College/SUNY | Code 677 Office of the Registrar (914) 251-6361 | Code 677 Office of the Registrar (914) 251-6361 | Not Available |
| Putnam-Northern Westchester BOCES | Not Available | Code 200 Gloria Vazquez (914) 248-2430 | Not Available |
| Rockland BOCES | Not Available | Code 206 Christopher D'Ambrese (845) 348-3500 | Not Available |
| Rockland CC | Code 554 Jerry Vitale (845) 574-4390 | Code 554 Jerry Vitale (845) 574-4390 | Not Available |
| Sullivan County BOCES | Not Available | Code 230 Ann Horrego (845) 295-4915 | Not Available |
| Sullivan County CC | Code 602 Dr. Keith Pomakoy (845) 434-5750 ext. 4270 | Code 602 Dr. Keith Pomakoy (845) 434-5750 ext. 4270 | 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 (CONTINUED)

| School Name | Undergraduate Credit | Non-Credit | Graduate Credit |
|------------------|---|--|---|
| SUNY New Paltz | Code 660 Shala Mills (845) 257-3550 | Code 659 Shala Mills (845) 257-3550 | Code 660 Shala Mills (845) 257-3550 |
| Ulster BOCES | Not Available | Code 234 Gigi Fusco (845) 331-5050 | Not Available |
| Ulster County CC | Code 689 Melanie Quick (845) 687-5099 | Code 690 Doreen Arnesen (845) 339-2025 | Not Available |
| Westchester CC | Code 701 Peter Lillo (914) 606-6571 | Code 701 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 |
|--|---|---|--|
| Capital Region BOCES | Not Available | Code 258 Andrea Gallacchi (518) 862-4709 | Not Available |
| Clinton CC | Code 275 Admissions (518) 562-4170 | Code 275 Admissions (518) 562-4170 | Not Available |
| Columbia-Greene CC | Code 284 Gail Shader (518) 828-4181 ext. 3361 | Code 283 Phyllis Carito (518) 828-4181 ext. 3350 | Not Available |
| Computer Visions | Not Available | Code 279 Pamela (Smith) Lansing (518) 437-1600 | Not Available |
| CSEA WORK Institute | Not Available | Code 708 (866) 478-5548 | Not Available |
| Empire State English | Not Available | Code 363 Kimberly Andersen (518) 729-5407 | Not Available |
| Fulton-Montgomery CC | Code 377 Admissions (518) 736-3622 ext. 8301 | Code 377 Admissions (518) 736-3622 ext. 8301 | Not Available |
| Hudson Valley CC | Code 404 Richard E. Bennett III (518) 629-7338 | Code 403 Marilyn Bossalini (518) 629-4827 | Not Available |
| Microknowledge, Inc. | Not Available | Code 478 Tammy Mayer (518) 786-1181 | Not Available |
| Mildred Elley | Code 480 Admissions (518) 786-0855 | Code 480 Admissions (518) 786-0855 | Not Available |
| North Country CC | Code 527 Michelle St. Louis (518) 891-2915 ext. 1278 | Not Available | Not Available |
| Sage College of Albany/Graduate School | Code 557 Kim Higgins (518) 244-2342 | Code 557 Kim Higgins (518) 244-2342 | Code 557 Kim Higgins (518) 244-2342 |
| Schenectady County CC | Code 560 Registrar (518) 381-1348 | Code 560 Registrar (518) 381-1348 | Not Available |
| Siena College | Code 563 School of Liberal Arts (518) 783-2325 | Not Available | Not Available |
| SUNY Adirondack | Code 104 Sarah Jane Linehan (518) 743-2264 | Code 104 Continuing Education (518) 743-2238 | 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 (CONTINUED)

| School Name | Undergraduate Credit | Non-Credit | Graduate Credit |
|--------------------------------------|---|--|---|
| SUNY Cobleskill | Code 632 Sarah Ledermann (518) 255-5516 | Not Available | Not Available |
| SUNY Plattsburgh | Code 671 Student Accounts (518) 564-3120 | Not Available | Code 671 Student Accounts (518) 564-3120 |
| The CDL School, Inc. | Not Available | Code 272 Andrea Hanley or Jamie Bernard (518) 427-8000 | Not Available |
| University at Albany | Code 605 Office of General Studies and Summer Sessions (518) 442-5140 | Not Available | Code 605 Office of General Studies and Summer Sessions (518) 442-5140 |
| Washington-Saratoga- Warren BOCES | Not Available | Code 208 Kelly Brough (518) 581-3555 | Not Available |
| Wildwood Programs, Inc. | Not Available | Code 705 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 | Code 611 LuAnne Dirico (607) 777-6950 | Code 610 Debbie Collett-O'Brien (607) 777-3537 | Code 611 LuAnne Dirico (607) 777-6950 |
| BOCES Oswego | Not Available | Code 191 Adult Education Office (315) 593-9475 | Not Available |
| Broome CC | Code 242 Marty Guzzi (607) 778-5527 | Code 242 Marty Guzzi (607) 778-5527 | Not Available |
| Broome-Tioga BOCES | Not Available | Code 113 Lynette Bryan (607) 763-3616 | Not Available |
| Cayuga CC | Code 263 Student Development (315) 255-1743 ext. 2230 | Code 263 Student Development (315) 255-1743 ext. 2230 | Not Available |
| Cazenovia College | Code 261 Sherri Benedict (315) 655-7288 | Not Available | Not Available |
| Columbia College | Code 280 Admissions (315) 455-0690 | Not Available | Code 280 Admissions (315) 455-0690 |
| Delaware-Chenango-Madison-Otsego BOCES | Not Available | Code 131 Adult & Continuing Education (607) 335-1210 | Not Available |
| Greater Southern Tier BOCES | Not Available | Code 209 Dena Zoerman (607) 739-7905 ext. 1388 | Not Available |
| Herkimer County CC | Code 386 John Lasher (315) 866-0300 ext. 8580 | Not Available | Not Available |
| Jefferson CC | Code 428 Thomas Finch (315) 786-2235 | Not Available | Not Available |
| Madison-Oneida BOCES | Not Available | Code 176 Diane Wendt (315) 793-8696 | Not Available |
| Mohawk Valley CC | Code 482 Rachel Libby (315) 792-5479 | Code 482 Rachel Libby (315) 792-5479 | Not Available |
| Morrisville State College | Code 656 Admissions (315) 684-6086 | Not Available | Not Available |
| Onondaga CC | Code 530 Christopher Hockey (315) 498-2579 | Not Available | Not Available |

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CENTRAL REGION PARTICIPATING PROVIDER CODES (CONTINUED)

| School Name | Undergraduate Credit | Non-Credit | Graduate Credit |
|---|--|---|--|
| Onondaga-Cortland-Madison BOCES (Liverpool) | Not Available | Code 179 Matthew Tarolli (315) 453-4466 | Not Available |
| Otsego Northern Catskills BOCES | Not Available | Code 192 Terri Chichester (607) 431-2562 | Not Available |
| Prevention Network/OCCA | Not Available | Code 531 Monica Richardson (315) 471-1359 | Not Available |
| St Lawrence-Lewis BOCES | Not Available | Code 216 Office of Adult & Continuing Education (888) 360-7693 | Not Available |
| SUNY College of Technology at Canton | Code 626 Student Service Center (315) 386-7616 | Code 626 Student Service Center (315) 386-7616 | Not Available |
| SUNY Cortland | Code 635 Jeff Denmon (607) 753-2313 | Not Available | Code 635 Jeff Denmon (607) 753-2313 |
| SUNY Delhi | Code 638 Cindy Healey (607) 746-4627 | Code 638 Cindy Healey (607) 746-4627 | Code 638 Cindy Healey (607) 746-4627 |
| SUNY Oneonta | Code 665 Continuing Education Office (607) 436-2548 | Not Available | Code 665 Continuing Education Office (607) 436-2548 |
| SUNY Oswego | Code 668 Joyce Jaskula (315) 312-3626 | Code 684 Robin Duger (315) 312-4028 | Code 668 Joyce Jaskula (315) 312-3626 |
| SUNY Polytechnic Institute | Code 683 Gina Liscio (315) 792-7500 | Not Available | Code 683 Gina Liscio (315) 792-7500 |
| SUNY Potsdam | Code 674 Sheila Scott (315) 267-2096 | Not Available | Code 674 Sheila Scott (315) 267-2096 |
| Tompkins-Cortland CC | Code 686 Enrollment Services (607) 844-6580 | Code 686 Continuing Education (607) 844-6586 | 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 | Code 608 Wendy Dresser-Recktenwald (607) 587-4015 | Code 609 Tammy Edwards (607) 587-4017 | Not Available |
| BOCES Erie #1 | Not Available | Code 137 Patricia Riegle (716) 821-7027 | Not Available |
| BOCES Genesee-Livingston-Steuben-Wyoming | Not Available | Code 158 John Cima (585) 344-7720 | Not Available |
| Buffalo State College | Code 620 Dr. Margaret Shaw-Burnett (716) 878-5907 | Code 620 Dr. Margaret Shaw-Burnett (716) 878-5907 | Code 620 Dr. Margaret Shaw-Burnett (716) 878-5907 |
| Cattaraugus-Allegany BOCES | Not Available | Code 265 Tracie Preston (716) 376-8383 | Not Available |
| Cornell University ILR (Buffalo) | Code 290 Art Wheaton (716) 852-1444 ext. 116 | Code 290 Art Wheaton (716) 852-1444 ext. 116 | Not Available |
| Corning CC | Code 296 Educational Planning Center (607) 962-9875 | Not Available | Not Available |
| Erie 2 CC BOCES | Not Available | Code 140 Janeil Rey (716) 805-3126 | Not Available |
| Erie CC (All Campuses) | Code 368 Brittini (Brown) Benson (716) 851-1505 | Not Available | Not Available |
| Finger Lakes CC | Code 287 One Stop Center (585) 785-1000 | Code 287 One Stop Center (585) 785-1000 | Not Available |
| Genesee CC | Code 380 Sandra Hofert (585) 343-0055 ext. 6508 | Code 380 Sandra Hofert (585) 343-0055 ext. 6508 | Not Available |
| Hilbert College | Code 394 David Rhodes (716) 649-7900 ext. 330 | Not Available | Code 394 David Rhodes (716) 649-7900 ext. 330 |
| Jamestown CC Cattaraugus Campus | Code 425 Lori Jordan (716) 376-7525 | Code 425 Lori Jordan (716) 376-7525 | Not Available |
| Jamestown CC North County Center | Code 422 Elizabeth Booth (716) 363-6500 | Code 422 Elizabeth Booth (716) 363-6500 | 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 (CONTINUED)

| School Name | Undergraduate Credit | Non-Credit | Graduate Credit |
|--|---|---|---|
| Monroe #1 BOCES | Not Available | Code 166 Amy Spindler (585) 387-3816 | Not Available |
| Monroe 2-Orleans BOCES | Not Available | Code 235 Registration Office (585) 349-9100 | Not Available |
| Monroe CC | Code 488 Marianne Dorsey (585) 292-2154 | Code 488 Marianne Dorsey (585) 292-2154 | Not Available |
| National Council on Alcoholism & Drug Dependence | Not Available | Code 500 Jennifer Faringer (585) 719-3480 | Not Available |
| Niagara County Community College | Code 515 Admissions Office (716) 614-6200 | Code 515 Admissions Office (716) 614-6200 | Not Available |
| Orleans-Niagara BOCES | Not Available | Code 188 Lori Gill (716) 731-6800 ext. 3007 | Not Available |
| Professional Driver Institute, Inc. | Not Available | Code 532 Kelly Phalen (585) 293-1203 ext. 107 | Not Available |
| Saint Bernard's School of Theology | Not Available | Not Available | Code 570 Mark Capellazzi (585) 271-3657 ext. 289 |
| Stenographic Institute of Western NY | Not Available | Code 591 Maria Stoelting (716) 839-1322 | Not Available |
| SUNY Geneseo | Code 653 Sandra Argentieri (585) 245-5621 | Not Available | Code 653 Sandra Argentieri (585) 245-5621 |
| The College at Brockport/SUNY | Code 614 Priya Banerjee (585) 395-5720 | Not Available | Code 614 Priya Banerjee (585) 395-5720 |
| The State University of New York at Fredonia | Code 650 Eric Skowronski (716) 673-3177 | Not Available | Code 650 Eric Skowronski (716) 673-3177 |
| Trocaire College | Code 688 Terry Horner (716) 826-1200 ext. 2485 | Code 688 Terry Horner (716) 826-1200 ext. 2485 | Not Available |
| University at Buffalo | Code 623 Office of Student Accounts (716) 645-1800 | Not Available | Code 623 Office of Student Accounts (716) 645-1800 |
| Wayne-Finger Lakes BOCES | Not Available | Code 236 Theresa Laird (315) 332-7479 | 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 |
|------------------------------------|--|--|--|
| Eastern Gateway Community College | Code 354 Student Resource Center (888) 509-9009 | Not Available | Not Available |
| Excelsior College | Code 547 Partnership Admissions Team (844) 943-9296 | Code 547 Partnership Admissions Team (844) 943-9296 | Code 547 Partnership Admissions Team (844) 943-9296 |
| New Horizons of Albany-Tech Valley | Not Available | Code 502 Darren Wood (518) 452-6444 ext. 408 | Not Available |
| SUNY Empire State College | Code ESC Student Information Center (800) 847-3000 | Not Available | Code ESC Pat Ryan (800) 847-3000 ext. 2267 |

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.



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

You can receive reimbursement for an unlimited number of exams, including test center fees, (up to a maximum of \$350 per exam) offered through the College-Level Examination Program (CLEP), DSST, Thomas Edison College Examination Program (TECEP), and Excelsior College in addition to your standard benefits. Interested applicants must speak to a Partnership advisor for information and an application form. Call (518) 486-7814 or (800) 253-4332 or email an advisor at advisors@nyscsepartnership.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 that 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.

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

Certification and Licensure Examination Fee Reimbursement

You can receive reimbursement for an unlimited number of certification or licensure exam fees up to a maximum of \$350 per exam in addition to your standard benefits and your Credit-by-Examination Fee Reimbursements. Interested applicants must speak to a Partnership advisor for information and an application form. Call (518) 486-7814 or (800) 253-4332 or email an advisor at advisors@nyscsepartnership.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, must lead to certification or licensure for an occupation that currently exists in New York State service and must be administered by an accredited organization. Examples include, but are not limited to, Boiler Inspector, Certified Public Accountant (CPA), Commercial Pesticide Applicator/Technician, Credentialed Alcoholism and Substance Abuse Counselor (CASAC), 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, etc. may also be covered.

Costs and fees not reimbursed by this program include, but are not limited to:

- 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 (i.e., books, CDs, DVDs, etc.) and supplies
- License and certification renewals
- Examination fees that are reimbursable by the employee's agency

The IRS considers reimbursements under the Certification and Licensure Examination Fee Reimbursement Program taxable income; applicable income tax will be withheld from December paychecks.



CSEA-REPRESENTED NYS EXECUTIVE BRANCH EMPLOYEES
TUITION BENEFITS PROGRAM APPLICATION FORM
FOR PROGRAM YEAR 2018-2019

To be eligible to apply, you must be a NYS employee in the ASU, ISU, OSU, or DMNA 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. Complete this form and mail it to the NYS & CSEA Partnership, Corporate Plaza East, Suite 502, 240 Washington Avenue Extension, Albany, NY 12203, or fax to (518) 486-1989, or email to tuitionapplications@nyscseapartnership.org. Call (518) 486-7814 or (800) 253-4332 if you have questions about any of the information requested. **You may apply for TWO tuition benefits and all applications must be received (not postmarked) by March 31, 2019.**

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: _____

Daytime Phone: () _____ Ext. _____ NYS Agency Name: _____

Email address: _____

Are you applying for 1 benefit or 2 benefits? 1 benefit 2 benefits

Benefit 1:

School Code: School Name: _____

Benefit 2:

School Code: School Name: _____

(Fill in the three-digit code for the schools you have selected from the Tuition Benefits Program catalog and include the school's name on the lines provided. If you are applying for reimbursement 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, use "TRP" as the school code and include the school's name and website address. DO NOT SEND PAYMENT/COMPLETION DOCUMENTATION AT THIS TIME).

Subject Area: _____
(See the back of this application form for important course eligibility criteria).

Check all that apply:

I have a disability that requires support services in order to participate in the course. I would like to be contacted by the Partnership's Accessibility Coordinator by phone or email.

I want information on getting a high school diploma, learning English, or entry-level classes to prepare for college courses (all inquiries will be kept confidential).

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.

Signature and Date: _____

INSTRUCTIONS

Important: Employer paid tuition benefits, like those provided by the NYS & CSEA Partnership's Tuition Benefits Program, can be **taxable** under certain conditions. Please see the most current Tuition Benefits Program catalog for additional information.

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 from pages 9 through 21 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 assigned to them 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.

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

1. Complete the application as requested.
2. Use "TRP" (**T**uition **R**eimbursement **P**rogram) for the school code, and include the school's full name and website address.
3. Do not include course completion documentation at this time.

The Partnership's address, fax number, and email address are listed on the front of this application form. You will receive a response within 10 business days. If you do not, please call (518) 486-7814 or (800) 253-4332 to inquire about your application.

Please note: Eligible courses must be in session sometime between April 1, 2018 and March 31, 2019.

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 **are not eligible**, including but not limited to the following:

- 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
-