

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

Tuition Benefits Program 2007-2008

For CSEA-Represented New York State Employees
(for course(s) beginning between April 1, 2007 and March 31, 2008)

Applications accepted until March 31, 2008



Gary Johnson, Director
NYS Governor's Office of
Employee Relations



Eliot Spitzer
Governor
New York State



Danny Donohue, President
CSEA, Local 1000
AFSCME, AFL-CIO

(GED), and English for Speakers of Other Languages (ESOL) courses. These courses are often free, but the Partnership will cover the fee if one is charged.

Types of Benefits

Tuition Vouchers

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 7-14.

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. Please be sure to also provide the school name, address and phone number, and a brochure (if available).

Credit-by-Examination Fee Reimbursement

Reimbursement of CLEP, DANTES, TECEP, and Excelsior College exams (up to a maximum of \$210 per exam) is available in addition to your standard tuition benefits. See page 15 for a more detailed description of this program or call (800) 253-4332.

Tuition Coverage Limits

The 2007-2008 Tuition Benefits Program provides you with two benefits (tuition vouchers or tuition reimbursements) and an unlimited number of Credit-By-Examination Fee Reimbursement benefits.

At participating schools, 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
- Four-year CUNY tuition charged at the non-matriculated rate

1. Complete the application as requested. Use a separate application for each course.
2. Use "TRP" (Tuition Reimbursement Program) for the school code, and include the school's full name, address, phone number, and a copy of the school's brochure (if available).
3. Do not include course completion documentation at this time.

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 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 a reimbursement approval, you must return the completed approval form to the Partnership after completing the course. A copy of your receipt from the school detailing tuition payment and a copy of your transcript or grade report indicating course completion must be included at this time. Reimbursement of tuition will be mailed to you within 60 days.

You must complete your course in order to receive reimbursement. The deadline to submit documentation for reimbursement is June 30, 2008. Please call the Partnership if you cannot provide the appropriate documentation by this date.

Canceling Your Benefit

If you want to attend a school other than the one for which you originally applied, you **must** cancel your original benefit by following the procedures outlined below, and complete a new Partnership Tuition Benefits Program application form for the new school. A new application form may be attached to the cancellation request to expedite this process. If you receive a tuition benefit, but decide not to use it, you may cancel it by following the procedures outlined below as well.

If you have the original Tuition Benefit Approval form in your possession:

1. Cancel it by signing it on the back in the space provided, and
2. Mail the **original form** to the Partnership.

Upon receipt, you will be notified that the tuition benefit has been canceled.

- not be for the purpose of meeting minimum educational requirements of the job,
- not qualify the worker for a new trade or business,
- either maintains or improves current job skills or be required by the employer or federal or State law in order to retain the current job, title, or pay rate.

Please speak to your accountant or tax advisor for further guidance.

UNDERGRADUATE SCHOOLS

Undergraduate schools accept vouchers for **undergraduate credit** courses. Undergraduate credit courses are courses that are offered at community colleges and universities where college credit is awarded upon course completion. Students taking undergraduate credit courses must usually possess a high school diploma or GED and are often taking courses to obtain an Associate's or Bachelor's Degree.

ADIRONDACK COMMUNITY COLLEGE
School Code: 104

ALFRED STATE COLLEGE
School Code: 608

ANTIOCH BIBLE INSTITUTE
School Code: 109

BINGHAMTON UNIVERSITY
School Code: 611

BOROUGH OF MANHATTAN CC
School Code: 453

BROOME CC
School Code: 242

BRYANT AND STRATTON COLLEGE
School Code: 244

BUFFALO STATE COLLEGE
School Code: 620

CAYUGA CC
School Code: 263

CAZENOVIA COLLEGE
School Code: 261

CCNY CENTER FOR WORKER EDUCATION
School Code: 308

CLINTON CC
School Code: 275

COLUMBIA COLLEGE
School Code: 280

COLUMBIA-GREENE CC
School Code: 284

CORNELL UNIVERSITY SILR (ALBANY)
School Code: 291

CORNELL UNIVERSITY SILR (BUFFALO)
School Code: 290

CORNELL UNIVERSITY SILR (NYC)
School Code: 288

CORNELL UNIVERSITY SILR (ROCHESTER)
School Code: 295

CORNING CC
School Code: 296

CUNY JOHN JAY COLLEGE
School Code: 314

CUNY LEHMAN COLLEGE
School Code: 321

CUNY QUEENS COLLEGE
School Code: 332

CUNY SCHOOL OF PROFESSIONAL STUDIES
School Code: 334

DUTCHESS CC
School Code: 353

ERIE CC (ALL CAMPUSES)
School Code: 368

EUGENIO MARIA DE HOSTOS CC
School Code: 402

FINGER LAKES CC
School Code: 287

FULTON-MONTGOMERY CC
School Code: 377

GENESEE CC
School Code: 380

HERKIMER COUNTY CC
School Code: 386

HILBERT COLLEGE
School Code: 394

HUDSON VALLEY CC
School Code: 404

JAMESTOWN CC CATTARAUGUS CAMPUS
School Code: 425

JAMESTOWN CC NORTH COUNTY CENTER
School Code: 422

JEFFERSON CC
School Code: 428

LAGUARDIA CC
School Code: 437

MARIA COLLEGE
School Code: 455

MARIST COLLEGE
School Code: 458

MEDGAR EVERS COLLEGE
School Code: 471

MILDRED ELLEY
School Code: 480

MOHAWK VALLEY CC
School Code: 482

MONROE CC
School Code: 488

NON-CREDIT SCHOOLS

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

ACCESS CAREERS
School Code: 103

ADULT LEARNING CENTER
School Code: 105

ANTIOCH BIBLE INSTITUTE
School Code: 109

BARUCH COLLEGE/CUNY
School Code: 299

**BINGHAMTON UNIVERSITY
CONTINUING EDUCATION**
School Code: 610

BOCES ERIE #1
School Code: 137

**BOCES GENESEE-
LIVINGSTON-STEUBEN-
WYOMING**
School Code: 158

BOCES ORANGE-ULSTER
School Code: 185

BOCES OSWEGO
School Code: 191

**BOCES SOUTHERN
WESTCHESTER**
School Code: 210

**BRANFORD HALL CAREER
INSTITUTE**
School Code: 115

**BROOKLYN COLLEGE
CONTINUING EDUCATION**
School Code: 306

BROOME CC
School Code: 242

BROOME-TIOGA BOCES
School Code: 113

**BRYANT & STRATTON
(ALBANY)**
School Code: 243

BUFFALO STATE COLLEGE
School Code: 620

**CAREER INSTITUTE OF
HEALTH & TECHNOLOGY**
School Code: 286

CAYUGA CC
School Code: 263

**CCNY CENTER FOR WORKER
EDUCATION**
School Code: 308

CLINTON CC
School Code: 275

COLUMBIA-GREENE CC
School Code: 283

**COMMERCIAL DRIVER
TRAINING, INC.**
School Code: 276

COMPUTER VISIONS
School Code: 279

**CORNELL UNIVERSITY SILR
(ALBANY)**
School Code: 291

**CORNELL UNIVERSITY SILR
(BUFFALO)**
School Code: 290

**CORNELL UNIVERSITY SILR
(NYC)**
School Code: 288

**CORNELL UNIVERSITY SILR
(ROCHESTER)**
School Code: 295

CSEA WORK INSTITUTE
School Code: 708

**CUNY LEHMAN COLLEGE
CONTINUING EDUCATION**
School Code: 320

**CUNY SCHOOL OF
PROFESSIONAL STUDIES**
School Code: 334

**DELAWARE-CHENANGO-
MADISON-OTSEGO BOCES**
School Code: 131

DUTCHESS BOCES-MTI
School Code: 134

**DUTCHESS CC OFFICE OF
COMMUNITY SERVICES**
School Code: 352

EASTERN SUFFOLK BOCES
School Code: 224

ERIE 2 CC BOCES
School Code: 140

**FARMINGDALE STATE
UNIVERSITY OF NY**
School Code: 646

**FRANKLIN CAREER
INSTITUTE**
School Code: 375

FULTON-MONTGOMERY CC
School Code: 377

GENESEE CC
School Code: 380

**GREATER SOUTHERN TIER
BOCES**
School Code: 209

**HOSTOS COMMUNITY
COLLEGE**
School Code: 401

HUDSON VALLEY CC
School Code: 403

NON-CREDIT SCHOOLS (CONTINUED)

THE CDL SCHOOL, INC.
School Code: 272

**THE COLLEGE OF STATEN
ISLAND/CUNY**
School Code: 337

TROCAIRE COLLEGE
School Code: 688

ULSTER BOCES
School Code: 234

**ULSTER COUNTY CC
CONTINUING EDUCATION**
School Code: 690

**UNIVERSITY COLLEGE AT
HOFSTRA UNIVERSITY**
School Code: 400

UTICA COLLEGE
School Code: 698

**UTICA SCHOOL OF
COMMERCE**
School Code: 699

**WASHINGTON-SARATOGA-
WARREN BOCES**
School Code: 208

WESTCHESTER CC
School Code: 701

WESTERN SUFFOLK BOCES
School Code: 227

WILDWOOD PROGRAMS, INC.
School Code: 705

WILLSEY INSTITUTE
School Code: 706

YORK COLLEGE/CUNY
School Code: 341

NATIONAL, NON-TRADITIONAL, AND STATEWIDE SCHOOLS (CONTINUED)

regular contact by email, phone and mail. The SUNY ESC Center for Distance Learning accepts vouchers for undergraduate credit courses only.

SUNY Empire State College (Graduate)

Ruth Maynard
(800) 847-3000 ext. 207
School Code: ESC

The ESC Center for Graduate Programs accepts vouchers for graduate courses only.

SUNY Empire State College Regional Centers

Empire State College Regional Center students are advised by faculty members called mentors. Students and mentors work together to design programs of study called learning contracts. Each learning contract fits a student's overall degree program. ESC Regional Centers are designed for students who can study fairly independently. ESC Regional Centers accept vouchers for undergraduate credit courses only.

SUNY ESC Long Island Center

Dorianne Sapienza
(516) 997-4700, ext. 4424
School Code: ESC

Extension Sites:
Hauppauge (631) 360-1215
Riverhead (631) 208-2970

SUNY ESC Metropolitan New York Center

John Andrejack/Carl Burkart
(212) 647-7800, ext. 1204, 1205
School Code: ESC

Extension Sites:
Brooklyn (718) 783-4400
Staten Island (718) 667-7524 or
7528

SUNY ESC Hudson Valley Center

Joan Altman
(914) 948-6206, ext. 3588
School Code: ESC

Extension Sites:
Highland (845) 883-5353
Middletown (845) 956-4110
New City (845) 708-7010 or 7011

SUNY ESC Northeast Center

Norine Batting
(518) 783-6203, ext. 5968
School Code: ESC

Extension Sites:
Empire State Plaza
(518) 473-4034
Glens Falls/Queensbury
(518) 832-7616
Johnstown
(518) 762-4651 ext. 73810
Plattsburgh (518) 564-2837
Saratoga
(518) 587-2100, ext. 2297
Schenectady (518) 388-0483

SUNY ESC Central New York Center

Patti Pierce/Khimberte Guy
(315) 472-5730, ext. 3161, 3152
School Code: ESC

Extension Sites:
Auburn (315) 255-2794
Binghamton (607) 721-8651
Fort Drum (315) 773-6139
Ithaca (607) 273-4536
Utica (315) 793-2684
Watertown (315) 785-2418

SUNY ESC Genesee Valley Center

Sharon Grigsby
(585) 224-3200, ext. 3212
School Code: ESC

Extension Sites:
Alfred (607) 587-4140
Batavia (585) 343-2307
Canandaigua (585) 394-1110
Corning/Elmira (607) 962-1421

SUNY ESC Niagara Frontier Center

Jane Cudmore (716) 686-0704
School Code: ESC

Extension Sites:
Fredonia (716) 673-1200
Jamestown
(716) 665-5220 ext. 2307
Lockport (716) 434-0272
Olean (716) 376-7511

SUNY ESC Van Arsdale

Betty Schouenborg
(646) 230-1356
School Code: ESC



TUITION BENEFITS PROGRAM APPLICATION FORM FOR
PROGRAM YEAR 2007-2008 (APRIL 1, 2007 TO MARCH 31, 2008)

Fill out this form completely and mail it to the NYS & CSEA Partnership, Corporate Plaza East, Suite 502, 240 Washington Avenue Extension, Albany, NY 12203 or fax to (518) 473-9457 or (518) 473-0056. Call (800) 253-4332 if you have questions about any of the information requested. **You may apply for TWO tuition benefits between April 1, 2007 and March 31, 2008. A separate application form must be completed for each tuition benefit requested.**

Social Security #: - -

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Work Phone: () _____ Ext. _____ Home Phone: () _____

Work Hours: _____ State Agency Name: _____

School Code: School Name: _____

(Fill in the three-digit code for the school you have selected from the Tuition Benefits Program catalog and include the school's name on the line provided. Use "TRP" in the 3 boxes and include the school's name, address, and phone number 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; DO NOT send payment/completion documentation at this time.)

*Subject Area: _____

*(DO NOT LEAVE BLANK! You must indicate the subject area you intend to study using your tuition benefit—a specific course title or number is not needed.)

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 at the numbers I provided above OR by e-mail at _____.
- I want information on getting a high school diploma or GED, learning English, or entry-level classes to prepare for college courses. (All inquiries will be kept confidential.)
- I am currently on a non-disciplinary leave of absence or receiving workers' compensation benefits. Attached is verification from my human resources office including the type of leave, the start and anticipated end date.
- I am currently laid off from NYS service, was separated in the past year, and am on a Civil Service Preferred List (please note that this does not include seasonal employees*). Provide your date of separation from NYS service: _____.

***Seasonal employees must be receiving a NYS paycheck when applying for a tuition benefit.**

All 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 data regarding my participation.

Signature and Date: _____



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