



Administered by the
NYS & CSEA Partnership for Education and Training
Corporate Plaza East
240 Washington Avenue Ext.
Suite 502
Albany, NY 12203
Phone (518) 486-7814
Fax (518) 486-1989

Tuition Benefits Program

For the State University Construction Fund

April 1, 2010- March 31, 2011

Purpose

The Tuition Benefits Program provides educational benefits to CSEA-represented employees of the State University Construction Fund (SUCF), enabling them to achieve greater career mobility and promotional opportunities, improve job skills and to prepare for future State workforce needs through two components:

- **Tuition Vouchers**-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.

The 2010-2011 Tuition Benefits Program provides two benefits (tuition vouchers or tuition reimbursements).

Eligibility

You are eligible if you are a CSEA-represented employee of the State University Construction Fund who is **receiving a New York State paycheck when applying**.

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

SUCF may have additional eligibility requirements; please check with your human resources office.

Advisement

We suggest that you seek academic advisement by calling the school directly or by calling a Partnership advisor at (800) 253-4332 or (518) 486-7814 before you apply. Partnership advisors are available for individual confidential advisement in the areas of educational planning, alternative approaches to further education, educational financing, and adult education basics.

Many schools have specific requirements you must meet before registering for a course. The name, address, school code and types of courses (graduate or undergraduate credit) which are available at each participating school are included in this catalog, as well as the name of the person(s) at the school to whom questions should be directed.

Course Criteria

- Eligible courses must begin between April 1, 2010 and March 31, 2011 or you must be actively participating in the course sometime between these dates.
- All courses must be vocational, trade, technical, or business-related, and relevant to a New York State occupation or New York State workforce need.
- Non-credit courses on subjects not applicable to any New York State workforce need are not eligible, including but not limited to the following:
 - Bartending
 - Gaming (e.g., billiards, poker)
 - Modeling and appearance enhancement
 - Pet care, pet grooming, and pet obedience training
 - Physical education (e.g., kickboxing, karate, martial arts, yoga, dance, Pilates)
 - Real estate salesperson/agent/broker
 - Reiki, yoga, meditation, hypnosis
- At most participating schools, a voucher will cover only undergraduate credit-bearing courses; however, a limited number of participating schools will accept vouchers as a partial payment for graduate courses.

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 9-24.

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).

Tuition Coverage Limits

The 2010-2011 Tuition Benefits Program provides you with two benefits (tuition vouchers or tuition reimbursements).

At most 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 \$828, 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
- Tuition charged at a non-resident rate
- Some private college specialty courses
- Excelsior College enrollment/initial evaluation fee or clinical nursing exam.

A reimbursement approval can provide a maximum of \$828 for ONE non-credit course OR a maximum of \$207 per credit at the resident rate (4 credits maximum) for ONE credit-bearing course.

Both tuition benefits (tuition vouchers or tuition reimbursement) can be combined and used for one non-credit course that is more than \$828, or for one credit-bearing course that is more than 4 credits, or for one Excelsior College fee that costs more than \$828. If you wish to use both of your tuition benefits under these circumstances, please call (800) 253-4332 for more information.

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

Applying for Your Benefits

Application forms are included in the back of this catalog. You may apply for **TWO** benefits. **You must use a separate application form for each benefit.** Applications for this program year will be accepted from April 1, 2010 until March 31, 2011 and applications must be RECEIVED (not postmarked) by March 31, 2011.

The Partnership's address and fax numbers are printed on the application form. You will receive a response in ten business days. If you do not, please call (800) 253-4332 to inquire about your application. If you fax your application form, **please do not mail the original**, as it may be considered an additional application.

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

1. Complete the application as requested. Use a separate application for each course.
2. Include the correct school code and name from pages 9-24 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 and 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 only accept vouchers for certain types of courses.

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

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, 2011. 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 submit a new Partnership Tuition Benefits Program application form for the new school by March 31, 2011. 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.

You will be notified that the tuition benefit has been canceled.

If you do not have the original Tuition Benefit Approval in your possession, please call (800) 253-4332 and request a Tuition Benefit Cancellation Request Form. You will be given specific instructions about how to cancel the tuition benefit at that time.

Tuition benefit cancellations can only be granted if no charges were incurred against the original Tuition Benefit Approval.

Tuition benefits cannot be carried over from one year to the next.

Changing Courses and/or Schools

Changing courses does not require prior approval from the Partnership as long as the new course still meets the course criteria on page 2. However, if you want to use your tuition benefit at a school other than the one specified on it, you must cancel it by following the procedures outlined above before a new application can be approved.

Dropping a Course

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 that tuition benefit may still be valid for you to use. 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, but the tuition benefit will be considered used.

Additional Questions

Call (800) 253-4332 or (518) 486-7814 anytime you have questions.

Other Financial Aid

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

Aid for Part-Time Study (APTS)

Most colleges offer this New York State grant to help pay tuition costs for students enrolled in 3 to 11 credit hours of study. You must be matriculated in a degree or certificate program and must meet income eligibility requirements. Contact your school's financial aid office for an application and further details.

Federal Pell Grant Program

The Federal Pell Grant Program provides need-based grants to low-income undergraduate and certain postbaccalaureate students to promote access to post-secondary education. This grant may be used for tuition, books, transportation, and other related college expenses. Use the *Free Application for Federal Student Aid* (available from college financial aid offices) to apply.

Guide to Financial Aid for Working Adult Students

This free Partnership guide may help you obtain additional financial assistance beyond SUCF educational benefits if you are enrolled in a college degree or certificate program. Commonly asked questions about state and federal financial aid are answered, and a step-by-step plan to apply for financial aid is explained.

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 Hope Credit, American Opportunity Credit, or Lifetime Learning Credit. These programs are federal tax credits to help you offset the costs of higher education.

For more information about any of the financial aid programs described, call (800) 253-4332.

Taxes

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

- 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 are scheduled to expire on December 31, 2010. If the exemptions are not extended beyond that date, all educational assistance benefits paid by an employer may be considered taxable income; taxes on that

amount could be withheld from paychecks in the December following the date the benefit was paid.

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

Additional Educational Resources

Educational Advisement Services

In addition to advice on using tuition benefits, advisors are also available to work with you in the following areas:

Financing Your Education-information about various financial aid programs, eligibility requirements, federal tax credits and searching for scholarships.

Academic Advisement-assistance with choosing courses best suited to your needs, determining whether a school or non-traditional program is your best alternative, deciding whether or not to pursue a college degree and choosing a college major.

Adult Education Basics, GED and ESOL-referral information and advisement to improve math, reading and writing skills, study English for Speakers of Other Languages (ESOL), obtain a high school diploma or GED or enhance pre-college skills is available. Many classes are free and held at convenient locations. All inquiries are confidential.

All of these services can be accessed by calling (800) 253-4332. Conversations with advisors are confidential.

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. Advisors work with individuals in all of these areas. Single copies of each guide are available by calling (800) 253-4332.

- Guide 1 Returning to Learning: Guide to Sound Decision Making
- Guide 2 Non-traditional Approaches to Further Education
- Guide 3 Credit-By-Examination Programs
- 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, it is important that you call the Partnership at (800) 253-4332 or call the school as soon as possible so that services can be arranged.

Participating Schools

On pages 9-24, you will find regional lists of schools that participate in the Tuition Voucher Program. The school name, address, 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 only accept vouchers 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 courses 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.

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 (CEU's).

LONG ISLAND REGION

GRADUATE SCHOOLS

SUNY AT STONY BROOK

Nicolls Road
Stony Brook, NY 11794
Mary Gallino
(631) 632-9315
School Code: 680

SUNY/COLLEGE AT OLD WESTBURY

Box 210
Old Westbury, NY 11568
Mary D'Antonio/Lena Farrugia
(516) 876-3135
School Code: 662

UNDERGRADUATE SCHOOLS

FARMINGDALE STATE COLLEGE

2350 Broadhollow Road
Farmingdale, NY 11735
Maria Orellana
(631) 420-2560
School Code: 647

NASSAU CC

1 Education Drive
Garden City, NY 11530
Dr. James F. Polo
(516) 572-7599
School Code: 497

SUFFOLK CCC (AMMERMAN)

533 College Road
Selden, NY 11784
Admissions Office
(631) 451-4000
School Code: 599

SUFFOLK CCC (EASTERN)

121 Speonk-Riverhead Road
Riverhead, NY 11901
Admissions Office
(631) 548-2512
School Code: 596

SUFFOLK CCC (GRANT CAMPUS)

1001 Crooked Hill Road
Brentwood, NY 11717
Admissions Office
(631) 451-4000
School Code: 593

SUNY AT STONY BROOK

Nicolls Road
Stony Brook, NY 11794
Mary Gallino
(631) 632-9315
School Code: 680

SUNY/COLLEGE AT OLD WESTBURY

Box 210
Old Westbury, NY 11568
Mary D'Antonio/Lena Farrugia
(516) 876-3135
School Code: 662

NON-CREDIT SCHOOLS

ACCESS CAREERS

474 Fulton Avenue-Suite 201
Hempstead, NY 11550
Ms. Mini Sawhney
(516) 433-0034
School Code: 103

BRANFORD HALL CAREER INSTITUTE

565 Johnson Avenue
Bohemia, NY 11716
Bridget Headley
(631) 589-1222
School Code: 115

CAREER INSTITUTE OF HEALTH & TECHNOLOGY

200 Garden City Plaza-Suite 519
Garden City, NY 11530
Monifa Skelton
(516) 877-1225 ext. 1115
School Code: 286

COMMERCIAL DRIVER TRAINING, INC.

600 Patton Avenue
West Babylon, NY 11704
Kim Carsten
(631) 249-1330
School Code: 276

EASTERN SUFFOLK BOCES

350 Martha Avenue
Bellport, NY 11713
Judith Cahn
(631) 286-6585
School Code: 224

FARMINGDALE STATE UNIVERSITY OF NY

2350 Broadhollow Road
Farmingdale, NY 11735
Bridget J. Cremmins
(631) 420-2246
School Code: 646

FRANKLIN CAREER INSTITUTE

91 North Franklin Street
Hempstead, NY 11550
Franklin Career Institute
(516) 481-4444
School Code: 375

HOFSTRA UNIVERSITY CONTINUING EDUCATION

250 Hofstra University
Hempstead, NY 11549
June Mullan
(516) 463-5014
School Code: 400

MICROPOWER COMPUTER INSTITUTE

120 Commerce Drive-Suite 103
Hauppauge, NY 11788
Sanjay Malik
(631) 656-2940 ext. 7861
School Code: 479

NASSAU BOCES

1196 Prospect Avenue
Westbury, NY 11590
LaRue Shah
(516) 622-6951
School Code: 173

NASSAU CC

1 Education Dr
Garden City, NY 11530
Office of Lifelong Learning
(516) 572-7472
School Code: 498

SUNY AT STONY BROOK

School of Professional Development
Nicolls Road
Stony Brook, NY 11794
(631) 632-7022
School Code: 681

SUNY/COLLEGE AT OLD WESTBURY

Box 210
Old Westbury, NY 11568
Mary D'Antonio/Lena Farrugia
(516) 876-3135
School Code: 662

WESTERN SUFFOLK BOCES

17 Westminster Avenue
Dix Hills, NY 11746
Adult Career & Technical Education
(631) 667-6000 ext. 320
School Code: 227

METROPOLITAN REGION

GRADUATE SCHOOLS

CUNY JOHN JAY COLLEGE

445 West 59th Street
New York, NY 10019
Gerald Garvey or Judith
Coverdale
(212) 237-8477
School Code: 314

CUNY LEHMAN COLLEGE

250 Bedford Park Blvd. West
Bronx, NY 10468
Dean John M. Holloway
(718) 960-8242
School Code: 321

CUNY QUEENS COLLEGE

65-30 Kissena Blvd.
Flushing, NY 11367
JSM Center for Worker
Education at Queens College
(718) 997-3060
School Code: 332

CUNY SCHOOL OF PROFESSIONAL STUDIES

365 Fifth Avenue
New York, NY 10016
Thomas Jennings
(212) 652-2894
School Code: 334

THE COLLEGE OF STATEN ISLAND/CUNY

2800 Victory Blvd.
Staten Island, NY 10314
Patricia Moreira
(718) 982-2155
School Code: 338

UNDERGRADUATE SCHOOLS

BOROUGH OF MANHATTAN CC

199 Chambers Street
New York, NY 10007
Peter Roberts
(212) 220-8000 ext. 5192
School Code: 453

CCNY CENTER FOR WORKER EDUCATION

25 Broadway, 7th Floor
New York, NY 10004
Receptionist
(212) 925-6625 ext. 241
School Code: 308

CUNY JOHN JAY COLLEGE

445 West 59th Street
New York, NY 10019
Gerald Garvey or Judith
Coverdale
(212) 237-8477
School Code: 314

CUNY LEHMAN COLLEGE

250 Bedford Park Blvd. West
Bronx, NY 10468
Dean John M. Holloway
(718) 960-8242
School Code: 321

CUNY QUEENS COLLEGE

65-30 Kissena Blvd.
Flushing, NY 11367
JSM Center for Worker
Education at Queens College
(718) 997-3060
School Code: 332

CUNY SCHOOL OF PROFESSIONAL STUDIES

365 Fifth Avenue
New York, NY 10016
Thomas Jennings
(212) 652-2894
School Code: 334

EUGENIO MARIA DE HOSTOS CC

500 Grand Concourse
Bronx, NY 10451
Nancy M. Valentin
(718) 319-7957
School Code: 402

LAGUARDIA CC

31-10 Thomson Avenue
Long Island City, NY 11101
Admissions
(718) 482-7206
School Code: 437

MEDGAR EVERS COLLEGE

1650 Bedford Avenue
Brooklyn, NY 11225
Hermione Borges
(718) 270-6084
School Code: 471

NEW YORK CITY COLLEGE OF TECHNOLOGY

300 Jay Street
Brooklyn, NY 11201
Robert Cermele
(718) 260-5009
School Code: 329

QUEENSBOROUGH CC

222-05 56th Avenue
Bayside, NY 11364
Registrar's Office
(718) 631-6212
School Code: 545

THE COLLEGE OF STATEN ISLAND/CUNY

2800 Victory Blvd.
Staten Island, NY 10314
Patricia Moreira
(718) 982-2155
School Code: 338

YORK COLLEGE/CUNY

94-20 Guy R. Brewer Blvd.
Rm. 1B07
Jamaica, NY 11451
William Perkins
(718) 262-2175
School Code: 342

NON-CREDIT SCHOOLS

ACCESS CAREERS

25 Elm Place-Suite 201
Brooklyn, NY 11201
Jack Patel
(718) 643-9060
School Code: 106

AMERICAN TRAINING CENTER, INC.

108-22 Queens Blvd., 2nd Floor
Forest Hills, NY 11375
Tatyana Kovalski
(718) 544-8100 ext. 101
School Code: 110

BOROUGH OF MANHATTAN CC CONTINUING EDUCATION

199 Chambers Street
New York, NY 10007
Delores Perkins
(212) 346-8441
School Code: 452

BROOKLYN COLLEGE CONTINUING EDUCATION

2900 Bedford Avenue
Brooklyn, NY 11210
Carol Ripps
(718) 951-4141
School Code: 306

CCNY CENTER FOR WORKER EDUCATION

25 Broadway, 7th Floor
New York, NY 10004
Receptionist
(212) 925-6625 ext. 241
School Code: 308

CORNELL UNIVERSITY SILR

16 East 34th Street, 6th Floor
New York, NY 10016
Tom Willett
(212) 340-2894
School Code: 291

CUNY LEHMAN COLLEGE CONTINUING EDUCATION

250 Bedford Park Blvd. West
Bronx, NY 10468
Maryann Drago-Dowling
(718) 960-8077
School Code: 320

CUNY SCHOOL OF PROFESSIONAL STUDIES

365 Fifth Avenue
New York, NY 10016
Thomas Jennings
(212) 652-2894
School Code: 334

FRANKLIN CAREER INSTITUTE

5323 Fifth Avenue
Brooklyn, NY 11220
Franklin Career Institute
(718) 535-3333
School Code: 375

HOSTOS COMMUNITY COLLEGE

500 Grand Concourse
Bronx, NY 10451
Magdalena Ramirez
(718) 518-6719
School Code: 401

KINGSBOROUGH CC

2001 Oriental Blvd.
Brooklyn, NY 11235
Christine Beckner
(718) 368-5116
School Code: 434

LAGUARDIA CC

31-10 Thomson Avenue
Room M-141
Long Island City, NY 11101
Bruce Kurzius
(718) 482-5124
School Code: 436

LONG ISLAND UNIVERSITY (BROOKLYN)

9 Hanover Place-2nd Floor
Brooklyn, NY 11201
Pat Bello
(718) 488-1360
School Code: 441

MEDGAR EVERS COLLEGE

1650 Bedford Avenue
Brooklyn, NY 11225
Sylvie Kinloch
(718) 804-8847
School Code: 470

MICROPOWER COMPUTER INSTITUTE

243 West 30th Street-9th Floor
New York, NY 10001
Seema Shah
(212) 279-2550
School Code: 479

NEW YORK CITY COLLEGE OF TECHNOLOGY

300 Jay Street
Brooklyn, NY 11201
Robert Cermele
(718) 260-5009
School Code: 329

NEW YORK SCHOOL OF HEALTH AND BUSINESS CAREERS

149-18 Jamaica Avenue, 2nd Floor
Jamaica, NY 11435
Samuel Dede
(718) 304-3349
School Code: 330

QUEENS COLLEGE CONTINUING EDUCATION/ CUNY

65-30 Kissena Blvd.
Flushing, NY 11367
Selena Chu
(718) 997-5706
School Code: 331

THE COLLEGE OF STATEN ISLAND/CUNY

2800 Victory Blvd., 2A-201
Staten Island, NY 10314
Gina DiSalvo
(718) 982-2170
School Code: 337

YORK COLLEGE/CUNY

94-20 Guy R. Brewer Blvd.
Room 2F01B
Jamaica, NY 11451
Julissa Perez
(718) 262-2791
School Code: 341

SOUTHERN REGION

GRADUATE SCHOOLS

MARIST COLLEGE

3399 North Road
Poughkeepsie, NY 12601
Eileen Bull
(845) 575-3646
School Code: 458

NYACK COLLEGE

1 South Boulevard
Nyack, NY 10960
Admissions Office
(800) 876-9225
School Code: 528

SUNY NEW PALTZ

One Hawk Drive
New Paltz, NY 12561
Caroline Murphy
(845) 257-3285
School Code: 660

UNDERGRADUATE SCHOOLS

DUTCHESS CC

53 Pendell Road
Poughkeepsie, NY 12601
Carla L. Mazzarelli
(845) 431-8953
School Code: 353

MARIST COLLEGE

3399 North Road
Poughkeepsie, NY 12601
Eileen Bull
(845) 575-3646
School Code: 458

NYACK COLLEGE

1 South Boulevard
Nyack, NY 10960
Admissions Office
(800) 876-9225
School Code: 528

ORANGE COUNTY CC

115 South Street
Middletown, NY 10940
JoAnn Hamburg
(845) 341-4904
School Code: 533

PURCHASE COLLEGE/SUNY

735 Anderson Hill Road
Purchase, NY 10577
School of Liberal Studies &
Continuing Education
(914) 251-6500
School Code: 677

ROCKLAND CC

145 College Road
Suffern, NY 10901
Jerry Vitale
(845) 574-4390
School Code: 554

SULLIVAN COUNTY CC

112 College Road
Loch Sheldrake, NY 12759
Dr. Robert Schultz
(845) 434-5750 ext. 4251
School Code: 602

SUNY NEW PALTZ

One Hawk Drive
New Paltz, NY 12561
Caroline Murphy
(845) 257-3285
School Code: 660

ULSTER COUNTY CC

Cottkill Road
Stone Ridge, NY 12484
Leslie Davis
(845) 687-5038
School Code: 689

WESTCHESTER CC

75 Grasslands Road
Valhalla, NY 10595
Lena Lent
(914) 606-6675
School Code: 701

NON-CREDIT SCHOOLS

BOCES SOUTHERN WESTCHESTER

85 Executive Boulevard
Elmsford, NY 10523
Harry J. Kaplan
(914) 592-0849
School Code: 210

COMMERCIAL DRIVER TRAINING, INC.

416 Old Neighborhood Road
Kingston, NY 12401
Pete Calogero
(845) 336-2300
School Code: 276

DUTCHESS BOCES-MTI

61 Page Park Drive
Poughkeepsie, NY 12603
Sherre Wesley
(845) 483-3640
School Code: 134

DUTCHESS CC OFFICE OF COMMUNITY SERVICES

53 Pendell Road
Poughkeepsie, NY 12601
Russell M. Pirog
(845) 431-8907
School Code: 352

MARIST COLLEGE

3399 North Road
Poughkeepsie, NY 12601
Eileen Bull
(845) 575-3646
School Code: 458

ORANGE COUNTY CC

115 South Street
Middletown, NY 10940
JoAnn Hamburg
(845) 341-4904
School Code: 533

ORANGE-ULSTER BOCES

471 Broadway
Newburgh, NY 12550
Denise McAteer/Robin Flores
(845) 781-6715 ext. 2
School Code: 185

PURCHASE COLLEGE/SUNY

735 Anderson Hill Road
Purchase, NY 10577
School of Liberal Studies &
Continuing Education
(914) 251-6500
School Code: 677

**PUTNAM-NORTHERN
WESTCHESTER BOCES**
200 BOCES Drive
Yorktown Heights, NY 10598
Carol Deyo
(914) 248-2413
School Code: 200

ROCKLAND BOCES
131 Midland Avenue North
Nyack, NY 10960
Mr. Albert V. Moschetti
(845) 348-3500
School Code: 206

ROCKLAND CC
145 College Road
Suffern, NY 10901
Jerry Vitale
(845) 574-4390
School Code: 554

SULLIVAN COUNTY BOCES
22 St. John Street, Suite 300
Monticello, NY 12701
Annette Snyder
(845) 791-4070
School Code: 230

SULLIVAN COUNTY CC
112 College Road
Loch Sheldrake, NY 12759
Dr. Robert Schultz
(845) 434-5750 ext. 4251
School Code: 602

SUNY NEW PALTZ
One Hawk Drive
New Paltz, NY 12561
Helise Winters
(845) 257-2904
School Code: 659

**SUNY ULSTER CONTINUING
EDUCATION**
1 Development Court
Kingston, NY 12401
Aleta Pahl
(845) 339-2025
School Code: 690

**TRI-STATE
TRAINING/TESTING
SERVICES**
101 Pike Street
Port Jervis, NY 12771
Laurie Lewis
(845) 856-5001
School Code: 687

ULSTER BOCES
PO Box 601
Port Ewen, NY 12466
Gigi Fusco
(845) 331-5050
School Code: 234

WESTCHESTER CC
75 Grasslands Road
Valhalla, NY 10595
Lena Lent
(914) 606-6675
School Code: 701

CAPITAL DISTRICT REGION

GRADUATE SCHOOLS

SAGE COLLEGE OF ALBANY/GRADUATE SCHOOL

140 New Scotland Avenue
Albany, NY 12208
Kim Higgins
(518) 292-1925
School Code: 557

SUNY PLATTSBURGH

101 Broad Street
Plattsburgh, NY 12901
Gregory B. Withrow
(518) 564-3120
School Code: 671

UNION GRADUATE COLLEGE

80 Nott Terrace
Schenectady, NY 12308
Rhonda Sheehan
(518) 631-9835
School Code: 693

UNIVERSITY AT ALBANY

1400 Washington Avenue
Albany, NY 12222
Office of General Studies and
Summer Sessions
(518) 442-5140
School Code: 605

UNDERGRADUATE SCHOOLS

ADIRONDACK COMMUNITY COLLEGE

640 Bay Road
Queensbury, NY 12804
Sarah Jane Linehan
(518) 743-2264
School Code: 104

CLINTON CC

136 Clinton Point Drive
Plattsburgh, NY 12901
Kathleen Stone
(518) 562-4294
School Code: 275

COLUMBIA-GREENE CC

4400 Route 23
Hudson, NY 12534
Catherine Tretheway
(518) 828-4181 ext. 5513
School Code: 284

FULTON-MONTGOMERY CC

2805 State Highway 67
Johnstown, NY 12095
Admissions Office
(518) 736-5300
School Code: 377

HUDSON VALLEY CC

80 Vandenberg Ave
Troy, NY 12180
Richard E. Bennett III
(518) 629-7338
School Code: 404

MARIA COLLEGE

700 New Scotland Avenue
Albany, NY 12208
Sister Ellen Boyle
(518) 438-3111 ext. 246
School Code: 455

MILDRED-ELLEY

855 Central Avenue
Albany, NY 12206
Admissions Office
(518) 786-0855
School Code: 480

NORTH COUNTRY CC

23 Santanoni Avenue
Saranac Lake, NY 12983
Sandra Baker
(518) 891-2915 ext. 245
School Code: 527

SAGE COLLEGE OF ALBANY/GRADUATE SCHOOL

140 New Scotland Avenue
Albany, NY 12208
Kim Higgins
(518) 292-1925
School Code: 557

SCHENECTADY COUNTY CC

78 Washington Avenue
Schenectady, NY 12305
Registrar
(518) 381-1271
School Code: 560

SIENA COLLEGE

515 Loudon Road
Loudonville, NY 12211
Mary A. Pinsonneault
(518) 783-2917
School Code: 563

SUNY COBLESKILL

Route 7
Cobleskill, NY 12043
Margaret Grippin
(518) 255-5516
School Code: 632

SUNY PLATTSBURGH

101 Broad Street
Plattsburgh, NY 12901
Gregory B. Withrow
(518) 564-3120
School Code: 671

UNIVERSITY AT ALBANY

1400 Washington Avenue
Albany, NY 12222
Office of General Studies and
Summer Sessions
(518) 442-5140
School Code: 605

NON-CREDIT SCHOOLS

CAPITAL REGION BOCES

900 Watervliet-Shaker Road
Albany, NY 12205
Paula Negri (Health
Careers)/Kimberly Brizzell (Adult
Education)
(518) 862-4709
School Code: 258

CLINTON CC
136 Clinton Point Drive
Plattsburgh, NY 12901
Kathleen Stone
(518) 562-4294
School Code: 275

COLUMBIA-GREENE CC
4400 Route 23
Hudson, NY 12534
Phyllis Carito
(518) 828-4181 ext. 3350
School Code: 283

COMPUTER VISIONS
16 Corporate Woods Boulevard
Albany, NY 12211
Pam Smith
(518) 437-1600
School Code: 279

CSEA WORK INSTITUTE
1 Lear Jet Lane-Suite 5
Latham, NY 12110
CSEA WORK Institute
(866) 478-5548
School Code: 708

FULTON-MONTGOMERY CC
2805 State Highway 67
Johnstown, NY 12095
Admissions Office
(518) 736-5300
School Code: 377

HUDSON VALLEY CC
80 Vandenberg Avenue
Troy, NY 12180
Marilyn Bossalini
(518) 629-4827
School Code: 403

MARIA COLLEGE
700 New Scotland Avenue
Albany, NY 12208
Sister Ellen Boyle
(518) 438-3111 ext. 246
School Code: 455

MICROKNOWLEDGE, INC
21 British American Blvd.
Latham, NY 12110
Denise Smith
(518) 786-1181
School Code: 478

MILDRED-ELLEY
855 Central Avenue
Albany, NY 12206
Admissions Office
(518) 786-0855
School Code: 480

NORTH COUNTRY CC
23 Santanoni Avenue
Saranac Lake, NY 12983
Sandra Baker
(518) 891-2915 ext. 245
School Code: 527

**SAGE COLLEGE OF
ALBANY/GRADUATE
SCHOOL**
140 New Scotland Avenue
Albany, NY 12208
Kim Higgins
(518) 292-1925
School Code: 557

SCHENECTADY COUNTY CC
78 Washington Avenue
Schenectady, NY 12305
Registrar
(518) 381-1271
School Code: 560

SUNY AT PLATTSBURGH
101 Broad Street
Plattsburgh, NY 12901
College Auxiliary Services
(518) 564-3054
School Code: 672

THE CDL SCHOOL, INC.
381 Broadway
Menands, NY 12204
Andrea Hanley or Student
Services
(518) 427-8000
School Code: 272

**WASHINGTON-SARATOGA-
WARREN BOCES**
27 Gick Road
Saratoga Springs, NY 12866
Dale Hager
(518) 746-3523
School Code: 208

WILDWOOD PROGRAMS, INC.
1190 Troy-Schenectady Road,
Bldg. 1
Latham, NY 12110
Melinda Burns
(518) 640-3352
School Code: 705

CENTRAL REGION

GRADUATE SCHOOLS

BINGHAMTON UNIVERSITY

PO Box 6000
Binghamton, NY 13902
Edgar Singer
(607) 777-6952
School Code: 611

COLUMBIA COLLEGE

6001 East Molloy Road
Syracuse, NY 13211
Staff
(315) 455-0690
School Code: 280

SUNY CORTLAND

PO Box 2000
Cortland, NY 13045
Colleen DeGouff
(607) 753-2313
School Code: 635

SUNY INSTITUTE OF TECHNOLOGY AT UTICA

100 Seymour Road
Utica, NY 13502
Jennifer Phelan Ninh
(315) 792-7500
School Code: 683

SUNY ONEONTA

PO Box 4015
Oneonta, NY 13820
Sherry Wildenstein
(607) 436-2548
School Code: 665

SUNY OSWEGO

7060 Route 104W
Oswego, NY 13126
Mary Hoben
(315) 312-2230
School Code: 668

SUNY POTSDAM

44 Pierrepont Avenue
Potsdam, NY 13676
Sheila Scott
(315) 267-2096
School Code: 674

UNDERGRADUATE SCHOOLS

BINGHAMTON UNIVERSITY

PO Box 6000
Binghamton, NY 13902
Edgar Singer
(607) 777-6952
School Code: 611

BROOME CC

PO Box 1017 Upper Front Street
Binghamton, NY 13902
Marty Guzzi
(607) 778-5527
School Code: 242

CAYUGA CC

197 Franklin Street
Auburn, NY 13021
Student Development
(315) 255-1743 ext. 2230
School Code: 263

CAZENOVIA COLLEGE

Seminary Street
Cazenovia, NY 13035
Virginia Felleman
(315) 655-7107
School Code: 261

COLUMBIA COLLEGE

6001 East Molloy Road
Syracuse, NY 13211
Staff
(315) 455-0690
School Code: 280

HERKIMER COUNTY CC

100 Reservoir Road
Herkimer, NY 13350
Craig Dewan
(315) 866-0300 ext. 8580
School Code: 386

JEFFERSON CC

1220 Coffeen Street
Watertown, NY 13601
John Trumbell
(315) 786-2309
School Code: 428

MOHAWK VALLEY CC

1101 Sherman Drive
Utica, NY 13501
Richard Pucine
(315) 792-5309
School Code: 482

MORRISVILLE STATE COLLEGE

Route 20
Morrisville, NY 13408
Amanda King
(315) 684-6038
School Code: 656

ONONDAGA CC

4585 West Seneca Turnpike
Syracuse, NY 13215
Sheila A. Mevec
(315) 498-2350
School Code: 530

SUNY COLLEGE OF TECHNOLOGY AT CANTON

Cornell Drive
Canton, NY 13617
Student Service Center
(315) 386-7616
School Code: 626

SUNY CORTLAND

PO Box 2000
Cortland, NY 13045
Colleen DeGouff
(607) 753-2313
School Code: 635

SUNY DELHI

2 Main Street
Delhi, NY 13753
Nancy Hughes
(607) 746-4570
School Code: 638

SUNY INSTITUTE OF TECHNOLOGY AT UTICA

100 Seymour Road
Utica, NY 13502
Jennifer Phelan Ninh
(315) 792-7500
School Code: 683

SUNY ONEONTA

PO Box 4015
 Oneonta, NY 13820
 Sherry Wildenstein
 (607) 436-2548
 School Code: 665

SUNY OSWEGO

7060 Route 104W
 Oswego, NY 13126
 Mary Hoben
 (315) 312-2230
 School Code: 668

SUNY POTSDAM

44 Pierrepont Avenue
 Potsdam, NY 13676
 Sheila Scott
 (315) 267-2096
 School Code: 674

TOMPKINS-CORTLAND CC

170 North Street
 Dryden, NY 13053
 Judith Longo
 (607) 844-8222 ext. 4305
 School Code: 686

UTICA SCHOOL OF COMMERCE

201 Bleecker Street
 Utica, NY 13501
 USC Admissions Office
 (315) 733-2300
 School Code: 699

NON-CREDIT SCHOOLS**BOCES OSWEGO**

179 County Route 64
 Mexico, NY 13114
 Karen Crouse
 (315) 963-4272
 School Code: 191

BROOME CC

PO Box 1017 Upper Front Street
 Binghamton, NY 13902
 Marty Guzzi
 (607) 778-5527
 School Code: 242

BROOME-TIOGA BOCES

435 Glenwood Road
 Binghamton, NY 13905
 Regina Alston
 (607) 763-3616
 School Code: 113

CAYUGA CC

197 Franklin Street
 Auburn, NY 13021
 Student Development
 (315) 255-1743 ext. 2230
 School Code: 263

DELAWARE-CHENANGO-MADISON-OTSEGO BOCES

6678 County Road 32
 Norwich, NY 13815
 Colleen Deady
 (607) 335-1327
 School Code: 131

GREATER SOUTHERN TIER BOCES

459 Philo Road
 Elmira, NY 14903
 Joan Crain
 (607) 739-7905 ext. 2388
 School Code: 209

MADISON-ONEIDA BOCES

Box 70 Middle Settlement Road
 New Hartford, NY 13413
 Diane Wendt
 (315) 793-8696
 School Code: 176

MOHAWK VALLEY CC

1101 Sherman Drive
 Utica, NY 13501
 Richard Pucine
 (315) 792-5309
 School Code: 482

ONONDAGA CC

4585 West Seneca Turnpike
 Syracuse, NY 13215
 Pete Headd
 (315) 498-6027
 School Code: 529

ONONDAGA-CORTLAND-MADISON BOCES (CORTLAND)

1710 NYS Route 13
 Cortland, NY 13045
 Mary Reagan
 (607) 758-5111
 School Code: 180

ONONDAGA-CORTLAND-MADISON BOCES (LIVERPOOL)

4500 Crown Road
 Liverpool, NY 13090
 Joanne Flood
 (315) 453-4600
 School Code: 179

PREVENTION NETWORK/OCCA

906 Spencer Street
 Syracuse, NY 13204
 Denise Baranello
 (315) 471-1359
 School Code: 531

ST LAWRENCE-LEWIS BOCES

7227 State Hwy 56
 Norwood, NY 13668
 Office of Adult & Continuing Education
 (888) 360-7693
 School Code: 216

SUNY COLLEGE OF TECHNOLOGY AT CANTON

Cornell Drive
 Canton, NY 13617
 Student Service Center
 (315) 386-7616
 School Code: 626

SUNY DELHI

2 Main Street
 Delhi, NY 13753
 Nancy Hughes
 (607) 746-4570
 School Code: 638

**UTICA SCHOOL OF
COMMERCE**

201 Bleecker Street
Utica, NY 13501
USC Admissions Office
(315) 733-2300
School Code: 699

WESTERN REGION

GRADUATE SCHOOLS

BUFFALO STATE COLLEGE

1300 Elmwood Avenue
Buffalo, NY 14222
Dr. Margaret Shaw-Burnett
(716) 878-5907
School Code: 620

SAINT BERNARD'S SCHOOL OF THEOLOGY

120 French Road
Rochester, NY 14618
Dr. D. N. Premnath
(585) 271-3657 ext. 291
School Code: 570

SUNY FREDONIA

280 Central Avenue
Fredonia, NY 14063
Eric Skowronski
(716) 673-3177
School Code: 650

SUNY GENESEO

1 College Circle
Geneseo, NY 14454
Sandra Argentieri
(585) 245-5621
School Code: 653

THE COLLEGE AT BROCKPORT/SUNY

350 New Campus Drive
Brockport, NY 14420
Karen Schuhle-Williams
(585) 395-5726
School Code: 614

UNIVERSITY AT BUFFALO

232 Capen Hall
Buffalo, NY 14260
Student Response Center
(716) 645-2450
School Code: 623

UNDERGRADUATE SCHOOLS

ALFRED STATE COLLEGE

1 Saxon Drive
Alfred, NY 14802
Wendy Dresser-Recktenwald
(607) 587-4014
School Code: 608

BUFFALO STATE COLLEGE

1300 Elmwood Avenue
Buffalo, NY 14222
Dr. Margaret Shaw-Burnett
(716) 878-5907
School Code: 620

CORNELL UNIVERSITY ILR SCHOOL (ROCHESTER)

249 Highland Avenue
Rochester, NY 14620
Alice Torres
(585) 262-4440
School Code: 295

CORNING CC

One Academic Drive
Corning, NY 14830
Jeanne Eschbach
(607) 936-7346
School Code: 296

ERIE CC (ALL CAMPUSES)

6205 Main Street
Williamsville, NY 14221
Petrina Hill-Cheatom
(716) 851-1588
School Code: 368

FINGER LAKES CC

3325 Marvin Sands Drive
Canandaigua, NY 14424
Prakash Patel
(585) 394-3500 ext. 7233
School Code: 287

GENESEE CC

One College Road
Batavia, NY 14020
Sandra Hofert
(585) 343-0055 ext. 6508
School Code: 380

HILBERT COLLEGE

5200 South Park Avenue
Hamburg, NY 14075
Tim Lee
(716) 649-7900 ext. 244
School Code: 394

JAMESTOWN CC CATTARAUGUS CAMPUS

260 North Union Street
Olean, NY 14760
Jesse Gugino
(716) 376-7572
School Code: 425

JAMESTOWN CC NORTH COUNTY CENTER

10807 Bennett Road
Dunkirk, NY 14048
Frank J. Porpiglia
(716) 363-6500
School Code: 422

MONROE CC

1000 East Henrietta Road
Rochester, NY 14623
Marianne Dorsey
(585) 292-2154
School Code: 488

NIAGARA COUNTY COMMUNITY COLLEGE

3111 Saunders Settlement Road
Sanborn, NY 14132
Beverly David-Lewis
(716) 614-6890
School Code: 515

SUNY FREDONIA

280 Central Avenue
Fredonia, NY 14063
Eric Skowronski
(716) 673-3177
School Code: 650

SUNY GENESEO

1 College Circle
Geneseo, NY 14454
Sandra Argentieri
(585) 245-5621
School Code: 653

**THE COLLEGE AT
BROCKPORT/SUNY**
350 New Campus Drive
Brockport, NY 14420
Karen Schuhle-Williams
(585) 395-5726
School Code: 614

TROCAIRE COLLEGE
360 Choate Avenue
Buffalo, NY 14220
Terry Horner
(716) 826-1200 ext. 2485
School Code: 688

UNIVERSITY AT BUFFALO
232 Capen Hall
Buffalo, NY 14260
Student Response Center
(716) 645-2450
School Code: 623

NON-CREDIT SCHOOLS

BOCES ERIE #1
355 Harlem Road
West Seneca, NY 14224
Patricia Riegler
(716) 821-7027
School Code: 137

**BOCES GENESEE-
LIVINGSTON-STEUBEN-
WYOMING**
8250 State Street Road
Batavia, NY 14020
John Cima
(585) 344-7720
School Code: 158

BUFFALO STATE COLLEGE
1300 Elmwood Avenue
Buffalo, NY 14222
Dr. Margaret Shaw-Burnett
(716) 878-5907
School Code: 620

CAMPUS LINC, INC.
25 John Glenn Drive-Suite 102
Amherst, NY 14228
Dimas Duque
(716) 688-8688 ext. 209
School Code: 256

**CORNELL UNIVERSITY ILR
SCHOOL (ROCHESTER)**
249 Highland Avenue
Rochester, NY 14620
Alice Torres
(585) 262-4440
School Code: 295

**CORNELL UNIVERSITY ILR
(BUFFALO)**
237 Main Street-Suite 1200
Buffalo, NY 14203
Art Wheaton
(716) 852-4191 ext. 116
School Code: 290

ERIE 2 CC BOCES
8685 Erie Road
Angola, NY 14006
Gretchen Varney
(716) 549-4454 ext. 4026
School Code: 140

FINGER LAKES CC
3325 Marvin Sands Drive
Canandaigua, NY 14424
Prakash Patel
(585) 394-3500 ext. 7233
School Code: 287

GENESEE CC
One College Road
Batavia, NY 14020
Sandra Hofert
(585) 343-0055 ext. 6508
School Code: 380

**JAMESTOWN CC
CATTARAUGUS CAMPUS**
260 North Union Street
Olean, NY 14760
Jesse Gugino
(716) 376-7572
School Code: 425

**JAMESTOWN CC NORTH
COUNTY CENTER**
10807 Bennett Road
Dunkirk, NY 14048
Frank J. Porpiglia
(716) 363-6500
School Code: 422

MONROE #1 BOCES
41 O'Connor Road
Fairport, NY 14450
Joyce Esch
(585) 383-2265
School Code: 166

MONROE 2-ORLEANS BOCES
3545 Buffalo Road
Rochester, NY 14624
Registration Office
(585) 349-9100
School Code: 235

MONROE CC
1000 East Henrietta Road
Rochester, NY 14623
Marianne Dorsey
(585) 292-2154
School Code: 488

**NATIONAL COUNCIL ON
ALCOHOLISM & DRUG
DEPENDENCE**
1931 Buffalo Road
Rochester, NY 14624
Jennifer Faringer
(585) 719-3480
School Code: 500

**NIAGARA COUNTY
COMMUNITY COLLEGE**
3111 Saunders Settlement Road
Sanborn, NY 14132
Beverly David-Lewis
(716) 614-6890
School Code: 515

ORLEANS-NIAGARA BOCES
4124 Saunders Settlement Road
Sanborn, NY 14132
Penny Aikin
(716) 731-4176 ext. 3002
School Code: 188

**STENOGRAPHIC INSTITUTE
OF WESTERN NY**
4525 Main Street
Snyder, NY 14226
Maria Stoelting (all services)
(716) 839-1322
School Code: 591

TROCAIRE COLLEGE

360 Choate Avenue

Buffalo, NY 14220

Terry Horner

(716) 826-1200 ext. 2485

School Code: 688

NATIONAL, NON-TRADITIONAL AND STATEWIDE

Excelsior College

7 Columbia Circle
Albany, NY 12203-5159
Admissions Office
(888) 647-2388
Press 27
School Code: 547

Excelsior College has over 30 degree and certificate programs in business, technology, liberal arts, criminal justice, nursing, and health sciences that can be completed entirely at a distance. Excelsior College helps busy, working adults finish their undergraduate degrees by accepting previously earned credit from a wide range of sources: Excelsior College offers credit-by-examination options- UExcel and Excelsior College Examinations (ECE) and Excelsior College courses, CLEP and DANTES exams, and courses from other approved institutions, workplace and military training, and portfolio assessment. In addition, Excelsior offers several online graduate degrees including a Master of Arts in Liberal Studies, a Master of Science in Nursing, and an MBA degree with several concentrations. Applicants must have at least 30 college-level credits to apply for a voucher towards enrollment for an associate's degree and 60 credits for a bachelor's degree. Applicants for a voucher with Excelsior College must speak with an Admissions Counselor prior to applying. Please call Excelsior College Admissions Office at (888) 647-2388; at the automated greeting, press 27.

National Labor College

10000 New Hampshire Avenue
Silver Spring, MD 20903
Office of the Registrar
(800) 462-4237
School Code: 496

The National Labor College (NLC) began with the vision of George Meany that labor have its own college – a national center that would provide continuous labor education for all union activists. The NLC accepts vouchers for undergraduate credit courses only.

New Horizons of Albany – Tech Valley

10 Airline Drive
Suite 101
Albany, NY 12205
Jamie Moore
(800) 982-6614 ext. 411
School Code: 502

New Horizons offers a variety of computer courses in software applications and has extension sites throughout New York State including Albany, Buffalo, Long Island, New York City, and Syracuse. New Horizons accepts vouchers for non-credit courses only.

SUNY Empire State College (ESC) Center for Distance Learning

111 West Avenue
Saratoga Springs, NY 12866-6048
Linda Bubniak
(800) 847-3000 ext. 2300
School Code: ESC

The SUNY ESC Center for Distance Learning offers a program that requires no classroom attendance. Courses consist of structured learning materials that students study under the guidance of a faculty mentor. The student and mentor maintain

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)

111 West Avenue
Saratoga Springs, NY 12866
Ruth Maynard
(800) 847-3000 ext. 2207
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

223 Store Hill Road, PO Box 130
Old Westbury, NY 11568-0130
Kristi Syrdahl
(516) 876-4861
School Code: ESC

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

**SUNY ESC Metropolitan
New York Center**
325 Hudson Street, 5th Floor
New York, NY 10013-1005
Carl Burkart
(212) 647-7800, ext. 1203
School Code: ESC

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

**SUNY ESC Hudson Valley
Center**
200 North Central Avenue
Hartsdale, NY 10530-1999
Joan Altman
(914) 948-6206, ext. 3588
School Code: ESC

Extension Sites:
Nanuet (845) 517-1294
Newburgh (845) 563-9905

SUNY ESC Northeast Center
21 British American Boulevard
Latham, NY 12110
Joan Johnsen
(518) 783-6203, ext. 5934
School Code: ESC

Extension Sites:
Adirondack
(518) 832-7615
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**
One Telergy Parkway
6333 Route 298
East Syracuse, NY 13057

Patti Pierce/Khimberle 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 or 4537
Utica (315) 793-2684
Watertown (315) 785-2418

**SUNY ESC Genesee Valley
Center**
1475 Winton Road, North
Rochester, NY 14609-5803
Audrey Lynch
(585) 224-3200, ext. 3210
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**
2875 Union Road
Cheektowaga, NY 14227
Jane Cudmore
(716) 686-7800 ext. 3836
School Code: ESC

Extension Sites:
Fredonia (716) 673-1200
Jamestown
(716) 338-1370
Lockport (716) 434-0272
Olean (716) 376-7511

SUNY ESC Van Arsdale
325 Hudson Street, 6th Floor
New York, NY 10013-1005
Betty Schouenborg
(646) 230-1356
School Code: ESC

**STATE UNIVERSITY CONSTRUCTION FUND
APPLICATION FORM FOR PROGRAM YEAR 2010-2011
(APRIL 1, 2010 TO MARCH 31, 2011)**

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) 486-1989 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, 2010 and March 31, 2011. A separate application form must be completed for each tuition benefit requested.**

Social Security #: - -

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Daytime Phone: () _____ Ext. _____ Email Address: _____

Agency Name: **State University Construction Fund**

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. 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 am currently on non-disciplinary leave without pay or workers' compensation leave. Attached is verification from my human resources office including the type of leave, the start date and the anticipated end date.

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: _____

Eligible courses must begin between April 1, 2010 and March 31, 2011 or you must be actively participating in the course sometime between these dates.

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

Non-credit courses on subjects not applicable to any New York State workforce need are not eligible, including but not limited to the following:

- Bartending
- Gaming (e.g., billiards, poker)
- Modeling and appearance enhancement
- Pet care, pet grooming, and pet obedience training
- Physical education (e.g., kickboxing, karate, martial arts, yoga, dance, Pilates)
- Real estate salesperson/agent/broker
- Reiki, yoga, meditation, hypnosis

**STATE UNIVERSITY CONSTRUCTION FUND
APPLICATION FORM FOR PROGRAM YEAR 2010-2011
(APRIL 1, 2010 TO MARCH 31, 2011)**

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) 486-1989 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, 2010 and March 31, 2011. A separate application form must be completed for each tuition benefit requested.**

Social Security #: - -

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Daytime Phone: () _____ Ext. _____ Email Address: _____

Agency Name: **State University Construction Fund**

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. 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 am currently on non-disciplinary leave without pay or workers' compensation leave. Attached is verification from my human resources office including the type of leave, the start date and the anticipated end date.

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: _____

Eligible courses must begin between April 1, 2010 and March 31, 2011 or you must be actively participating in the course sometime between these dates.

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

Non-credit courses on subjects not applicable to any New York State workforce need are not eligible, including but not limited to the following:

- Bartending
- Gaming (e.g., billiards, poker)
- Modeling and appearance enhancement
- Pet care, pet grooming, and pet obedience training
- Physical education (e.g., kickboxing, karate, martial arts, yoga, dance, Pilates)
- Real estate salesperson/agent/broker
- Reiki, yoga, meditation, hypnosis