



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 NYS Teachers' Retirement System

April 1, 2011-March 31, 2012

Purpose

The Tuition Benefits Program provides educational benefits to NYS Teachers' Retirement System employees, enabling them to achieve greater career mobility and promotional opportunities, and prepare for future State workforce needs through three 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.
- **Credit-by-Examination Fee Reimbursement**-repayment of fees (up to a maximum of \$210 per exam) to students for any number of College-Level Examination Program (CLEP), DSST, Thomas Edison College Examination Program (TECEP), and Excelsior College exams in addition to standard tuition benefits.

The 2011-2012 Tuition Benefits Program provides two standard benefits (tuition vouchers or tuition reimbursements) and an unlimited number of Credit-by-Examination Fee Reimbursement benefits.

Eligibility

You are eligible if you are a full-time employee of the NYS Teachers' Retirement System.

The NYS Teachers' Retirement System has additional eligibility requirements for this program; 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 (518) 486-7814 or (800) 253-4332 for areas outside of the Capital Region 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

The Partnership will pay your tuition for a course only if it meets the following course eligibility criteria; it is your responsibility to make sure it does. Call the Partnership at (518) 486-7814 or (800) 253-4332 for areas outside the Capital Region if you are uncertain about a particular course.

- Eligible courses must begin between April 1, 2011 and March 31, 2012, or you must be actively participating in the course sometime between these dates.
- Courses must be credit-bearing.
- 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.

NYS Teachers' Retirement System employees cannot use vouchers for non-credit 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 your 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 9-18.

Tuition Reimbursement

You should apply for the Tuition Reimbursement Program and use "TRP" as your three-digit school code 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's full name and website.

Credit-by-Examination Fee Reimbursement

Reimbursement of CLEP, DSST, TECEP, and Excelsior College exams is available in addition to your standard tuition benefits. See pages 19-22 for a

more detailed description of this program or call (518) 486-7814 or (800) 253-4332 for areas outside the Capital Region for more information.

Tuition Coverage Limits

The 2011-2012 Tuition Benefits Program can provide you with two standard benefits (tuition vouchers or tuition reimbursements) and an unlimited number of Credit-by-Examination Fee Reimbursement benefits.

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

At a participating school, 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 \$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 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 (518) 486-7814 or (800) 253-4332 for areas outside the Capital Region 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 course.** Applications for this program year will be accepted from April 1, 2011 until March 31, 2012 and applications must be RECEIVED (not postmarked) by March 31, 2012.

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 9-18 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 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 and website.
3. Do not include course completion documentation at this time.

All application forms must be signed by a TRS Human Resources representative and then mailed to the Partnership, Corporate Plaza East, Suite 502, 240 Washington Avenue Extension, Albany, NY 12203 or faxed to (518) 486-1989 or (518) 473-0056.

If you fax your application form, ***please do not mail the original***, as it may be considered an additional application.

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 then 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, 2012. 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, 2012. 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 (518) 486-7814 or (800) 253-4332 for areas outside the Capital Region 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 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. The new application must be signed by a TRS Human Resources representative before submission to the Partnership.

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 the 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, and the tuition benefit will be considered used.

The NYS Teachers' Retirement System has additional course completion requirements. Employees must check with their Human Resources Office for further information regarding these policies.

Additional Questions

Call (518) 486-7814 or (800) 253-4332 for areas outside the Capital Region 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 program or other certificate program. The following resources may also be of interest to you:

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 \$5,000. Because TAP is a grant, it does not have to be paid back. Contact your school's financial aid office for details.

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 post-baccalaureate 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.

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 you offset the costs of higher education.

For more information about any of the financial aid programs described, call (518) 486-7814 or (800) 253-4332 for areas outside the Capital Region and ask to speak to an advisor about financial aid.

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 exceptions can change from one tax year to another. 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 (518) 486-7814 or (800) 253-4332 for areas outside the Capital Region. Conversations with advisors are confidential.

Education Guides: A Resource for New York State Employees

This is a series of four-page 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 of these guides are available by calling (518) 486-7814 or (800) 253-4332 for areas outside the Capital Region.

- 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 (518) 486-7814 or (800) 253-4332 for areas outside the Capital Region or call the school as soon as possible so that services can be arranged.

Participating Schools

On pages 9-18, 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 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.

LONG ISLAND REGION

GRADUATE SCHOOLS

SUNY AT STONY BROOK

Nicolls Road
Stony Brook, NY 11794
Mary Ramsland
(631) 632-2455
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
Office of Lifelong Learning
(516) 572-7472
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 Ramsland
(631) 632-2455
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

METROPOLITAN REGION

GRADUATE SCHOOLS

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

THE COLLEGE OF STATEN ISLAND/CUNY

2800 Victory Blvd.
Staten Island, NY 10314
Thomas Brennan
(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
Judy Lorell
(718) 518-4354
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
Thomas Brennan
(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

SOUTHERN REGION

GRADUATE SCHOOLS

MARIST COLLEGE

3399 North Road
Poughkeepsie, NY 12601
Eileen Bull
(845) 897-9648
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) 897-9648
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
Susan Mansueto
(845) 341-4834
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. 4270
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
Donna Levy
(914) 606-6598
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
Student Accounts
(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) 381-1348
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
Student Accounts
(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

CENTRAL REGION

GRADUATE SCHOOLS

BINGHAMTON UNIVERSITY

PO Box 6000
Binghamton, NY 13902
Jonathan Roma
(607) 777-3321
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) 312-3625
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
Jonathan Roma
(607) 777-3321
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
Lesley C. Owens-Pelton
(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) 312-3625
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
Enrollment Services
(607) 844-6580
School Code: 686

**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) 395-5720
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
Charnelle Holmes
(716) 851-1236
School Code: 368

FINGER LAKES CC

3325 Marvin Sands Drive
Canandaigua, NY 14424
Prakash Patel
(585) 785-1233
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) 433-1857
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) 395-5720
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

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 DSST 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
Toni Riley
(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.

SUNY Empire State College (ESC) Center for Distance Learning

113 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
Samantha James
(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
Leetoya Young
(646) 230-1475
School Code: ESC

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, offered through the College-Level Examination Program (CLEP), DSST, Thomas Edison College Examination Program (TECEP), and Excelsior College exams in addition to your standard tuition benefits. Interested applicants must speak to an advisor to be eligible. Call (518) 486-7814 or (800) 253-4332 for areas outside the Capital Region for information about these programs or email an advisor: advisors@nyscseapartnership.org.

CLEP

CLEP is a national credit-by-examination program that allows students to earn credit for what they already know. Examinations cover material taught in courses that most students take as requirements in the first two years of college. Each of the exams currently cost \$77 plus an inexpensive test center fee. Visit CLEP at www.collegeboard.com/clep.

Business

Financial Accounting
Information Systems and Computer Applications
Introductory Business Law

Principles of Management
Principles of Marketing

Composition and Literature

American Literature
Analyzing & Interpreting Literature
College Composition

College Composition Modular
English Literature
Humanities

Foreign Languages

French Language
German Language

Spanish Language

History and Social Sciences

American Government
History of the US I
History of the US II
Human Growth & Development
Introduction to Educational Psychology
Introductory Psychology

Introductory Sociology
Principles of Macroeconomics
Principles of Microeconomics
Social Sciences and History
Western Civilization I
Western Civilization II

Science and Mathematics

Biology
Calculus
Chemistry
College Algebra

College Mathematics
Natural Sciences
Precalculus

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

DSST

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. There are 37 titles as listed below. The test fee is \$80 plus a nominal test center administration fee. Visit DSST at www.getcollegecredit.com.

Business

Business Mathematics	Money and Banking
Business Law II	Organizational Behavior
Human Resource Management	Personal Finance
Introduction to Business	Principles of Finance
Introduction to Computing	Principles of Financial Accounting
Management Information Systems	Principles of Supervision

Humanities

Ethics in America	Principles of Public Speaking
Introduction to World Religions	

Math

Fundamentals of College Algebra	Principles of Statistics
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Physical Science

Astronomy	Physical Geology
Environment and Humanity	Principles of Physical Science I
Here's to Your Health	

Social Science

A History of the Vietnam War	Introduction to Law Enforcement
Art of the Western World	Introduction to the Modern Middle East
Criminal Justice	Life-Span Developmental Psychology
Foundations of Education	Rise and Fall of the Soviet Union
Fundamentals of Counseling	Substance Abuse
General Anthropology	The Civil War and Reconstruction
Human/Cultural Geography	Western Europe Since 1945

Technology

Technical Writing

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

TECEP

The **Thomas Edison College Examination Program (TECEP)** offers a wide range of examinations for earning college credit. The examinations 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 examinations are now administered nationally and may be used at many other institutions. The exam fee is \$86 per credit for students enrolled in Thomas Edison State College and \$177 per credit for students not enrolled. There is also a test site fee. Visit TECEP at www.tesc.edu. **Maximum fee reimbursement for TECEP exams is \$210 per examination.**

Business and Management

Advertising
Business in Society
Business Policy
Federal Income Taxation
Financial Institutions and Markets

Marketing Communications
Operations Management
Sales Management
Security Analysis and Portfolio Management

Computer Science Technology

Network Technology

English Composition

English Composition I

English Composition II

Humanities

Introduction to News Reporting
Public Relations Thought & Practice

Technical Writing

Human Services

Introduction to Human Services

Kinesiology

Natural Sciences/Mathematics

The Science of Nutrition

Social Sciences

Introduction to Political Science
Psychology of Women

Marriage and the Family

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

EXCELSIOR

Excelsior College exams provide flexible opportunities to demonstrate college-level learning in the arts and sciences, business, education, and nursing. There are 48 tests available (as listed below) in computer-delivered format through Pearson VUE nationwide. Visit Excelsior College at www.excelsior.edu or Pearson VUE at www.pearsonvue.com/excelsior. **Maximum fee reimbursement for Excelsior College exams is \$210 per examination.**

Arts & Sciences

Abnormal Psychology	Introduction to Philosophy
American Dream	Juvenile Delinquency
Anatomy & Physiology	Life Span Developmental Psychology
Bioethics: Philosophical Issues	Microbiology
Cultural Diversity	Pathophysiology
Earth Science	Psychology of Adulthood & Aging
English Composition	Research Methods in Psychology
Ethics: Theory & Practice	Social Psychology
Foundations of Gerontology	World Conflicts Since 1900
Introduction to Music	World Population

Business

Human Resource Management	Organizational Behavior
Labor Relations	

Education

Literacy Instruction in the Elementary School

Nursing: Associate's Degree Level

Essentials of Nursing Care: Chronicity
Essentials of Nursing Care: Health Differences
Essentials of Nursing Care: Health Safety
Essentials of Nursing Care: Reproductive Health
Focused Clinical Competencies Assessment: Head-to-toe Assessment and Nursing Process
Focused Clinical Competencies Assessment: Managing Multiple Patients
Focused Clinical Competencies Assessment: Participating in Intra/Interdisciplinary Health Care Teams
Fundamentals of Nursing
Health Differences Across Life Span 1
Health Differences Across Life Span 2
Health Differences Across Life Span 3
Maternal & Child Nursing
Maternity Nursing
Transition to the Registered Professional Nurse Role

Nursing: Baccalaureate Degree Level

Adult Nursing	Maternal & Child Nursing
Community-Focused Nursing	Psychiatric/Mental Health Nursing
Management in Nursing	Research in Nursing

**TEACHERS' RETIREMENT SYSTEM TUITION BENEFITS PROGRAM
APPLICATION FORM FOR PROGRAM YEAR 2011-2012
(APRIL 1, 2011 TO MARCH 31, 2012)**

Fill out this form completely and have it signed by an HR representative (Corinne Blacker or Susan Schmieder). Then mail the form 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 (518) 486-7814 or (800) 253-4332 for areas outside the Capital Region if you have questions about any of the information requested. Full-time employees may apply for **TWO** tuition benefits between April 1, 2011 and March 31, 2013. **A separate application form must be completed for each tuition benefit requested.**

CSEA ID #: _____ **OR**

Social Security #: - -

(Because of tax reporting requirements, you must provide either your CSEA ID number OR your social security number.)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

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

Agency Name: **Teachers' Retirement System**

School Code: School Name: _____

(Fill in the three-digit code for the school you have selected from the catalog and include the school's name on the line 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, after course completion, use "TRP" in the 3 boxes and include the school's name and website; 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.)

I have a **DISABILITY** that requires support services in order to participate in the course.

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: _____

For TRS use only: This form must be signed by an HR representative (currently Corinne Blacker or Susan Schmieder) in order to be processed.

Signature and Date: _____

**TEACHERS' RETIREMENT SYSTEM TUITION BENEFITS PROGRAM
APPLICATION FORM FOR PROGRAM YEAR 2011-2012
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