



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

To be eligible to apply, you must be a NYS employee in the ASU, ISU, OSU, or DMNA bargaining units who has received a NYS paycheck at the time the application is received by the Partnership (after first paycheck and before last paycheck). Applications submitted during this application period must be used for courses that are in session during this application period. Complete this form and mail it to the NYS & CSEA Partnership, Corporate Plaza East, Suite 502, 240 Washington Avenue Extension, Albany, NY 12203, or fax to (518) 486-1989, or email to tuitionapplications@nyscseapartnership.org. Call (518) 486-7814 or (800) 253-4332 if you have questions about any of the information requested. **You may apply for TWO tuition benefits and all applications must be received (not postmarked) by March 31, 2019.**

NYS EMPLID: N OR

The NYS EMPLID can be found on your paystub. The CSEA ID # can be found on your CSEA membership ID card.

CSEA ID #: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

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

Email address: _____

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

Benefit 1:

School Code: School Name: _____

Benefit 2:

School Code: School Name: _____

(Fill in the three-digit code for the schools you have selected from the Tuition Benefits Program catalog and include the school's name on the lines provided. If you are applying for reimbursement at a school or location that does not accept Partnership vouchers or if you have already paid for your course and prefer to be reimbursed directly, use "TRP" as the school code and include the school's name and website address. DO NOT SEND PAYMENT/COMPLETION DOCUMENTATION AT THIS TIME).

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

Check all that apply:

- I have a disability that requires support services in order to participate in the course. I would like to be contacted by the Partnership's Accessibility Coordinator by phone or email.
- I want information on getting a high school diploma, learning English, or entry-level classes to prepare for college courses (all inquiries will be kept confidential).

All of the information contained in this application is true and accurate to the best of my knowledge and belief. I hereby authorize the school named above to release to the Partnership final grades and other course information regarding my participation.

Signature and Date: _____

INSTRUCTIONS

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

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

1. Complete the application as requested.
2. Include the correct school code and name from pages 9 through 21 in this catalog. Each school listing includes a specific school code that is required on the application form. **Please note that some schools have different school codes assigned to them for graduate credit-bearing, undergraduate credit-bearing, and non-credit courses, and are listed separately.** It is important that you use the correct school code on your application because schools accept vouchers only for certain types of courses.

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

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

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

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

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

Many colleges offer basic skills courses in English, reading, writing, and math, or offer Adult Basic Education, high school equivalency, and English for Speakers of Other Languages (ESOL) courses. These courses are often free, but the Partnership can cover the course if tuition is charged.

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

- Bartending
- Gaming (for example, billiards and poker)
- Modeling and appearance enhancement
- Physical education (for example, kickboxing, karate, martial arts, dance, and Pilates)
- Reiki, yoga, meditation, and hypnosis
- Starting your own business