



# Heating, Ventilation, and Air Conditioning (HVAC)

A Statewide Targeted Tuition Program for CSEA-represented  
New York State Employees



Applications accepted from April 1, 2019 to March 31, 2020

## What is It?

The Statewide Targeted Tuition Program for Heating, Ventilation, and Air Conditioning (HVAC) provides tuition assistance to CSEA-represented New York State employees who are:

- matriculated (formally enrolled) in a bachelor's degree program in Facilities Engineering, Mechanical Engineering, Electrical Engineering, or Marine Engineering; or
- matriculated (formally enrolled) in an associate degree HVAC program; or
- enrolled in a BOCES HVAC certificate or diploma program (440- or 900-hour); or
- enrolled in an HVAC, electrical, refrigeration, boiler operations and maintenance, or plumbing certificate or diploma program at an accredited technical school or technology college.

All schools must be recognized as accredited educational institutions or proprietary schools. Certification programs must be accredited by the Accrediting Commission of Career Schools and Colleges or recognized by the New York State Education Department Bureau of Proprietary School Supervision.

## Who's Eligible?

CSEA-represented New York State executive branch employees (bargaining units 02, 03, 04 or 47) receiving a New York State paycheck when applying for this benefit are eligible.

## How Many Targeted Tuition Benefits Can I Receive?

You can receive up to two targeted tuition benefits (vouchers **or** reimbursements) during this application period. A single targeted tuition benefit (voucher **or** reimbursement) can cover one non-credit course up to \$1,180 **or** one credit-bearing course, up to a maximum of four credits at the resident tuition per credit rate, not to exceed \$295 per credit. Two targeted tuition benefits (vouchers **or** tuition reimbursements) can be combined and used for one non-credit course that is more than \$1,180 or for one credit-bearing course that is more than four credits.

## What Is Covered?

Only tuition is covered. Tuition costs in excess of the maximum provided are your responsibility. All fees and expenses, other than tuition, are also your responsibility.

## Do I Need Supervisory Approval?

You do not need supervisory approval to **apply** for these benefits. Supervisory approval is required, however, to attend a course during work hours without charge to accruals. You do not need supervisory approval to attend a course scheduled during your non-working hours.

## Are Other Tuition Benefits Available?

Yes. All CSEA-represented New York State executive branch employees (bargaining units 02, 03, 04 and 47) also have two standard tuition benefits available. Unlike the Statewide Targeted Tuition Program for HVAC, standard tuition benefits do not have to be used specifically for HVAC courses or programs. For more information about all of the tuition benefits available to you, visit [www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm](http://www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm) or call (800) 253-4332.

## How Does It Work?

The schools listed in this brochure all offer the type of programs outlined on Page 1. These schools also participate in the Partnership's Tuition Benefits Program and have agreed to accept vouchers in lieu of payment from you for course tuition. If you wish to attend a school that is not listed, you may apply for tuition reimbursement approval. If you are approved for tuition reimbursement, you will have to pay for each course, complete each course, and then provide a receipt and a completion certificate in order to be reimbursed directly by the Partnership.

## How Do I Get Started?

**Step 1:** If you believe you are eligible for these additional benefits, call (518) 486-7814 or (800) 253-4332 and ask to speak with a Partnership advisor. Should the advisor feel your program meets the qualifications, you will be sent a Targeted Training Program Verification Form to complete.

**Step 2:** Complete the verification form and attach the proof of program participation requested and return it to the Partnership.

**Step 3:** The Partnership will review your verification form and proof and contact you regarding the determination. If you are approved for this program, a Partnership advisor will assist you with obtaining your benefits.

## Are These Benefits Taxable?

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

- Currently no tax withholding is required on educational assistance benefits provided to employees up to a \$5,250 limit during the calendar year.
- Educational assistance benefits that exceed \$5,250 may be taxable, unless they can be excluded as a "working condition fringe benefit."

However, these exemptions can change from one tax year to another. **If educational assistance benefits from the Partnership alone or combined with tuition assistance from other NYS agencies exceed**

**\$5,250, applicable income tax will be withheld from December 2019 paychecks.** Please speak to your accountant or tax advisor for further guidance.

## What If I Have More Questions?

If you have questions about the program, contact the Partnership at (518) 486-7814 or (800) 253-4332 or [advisors@nyscseapartnership.org](mailto:advisors@nyscseapartnership.org).

## Participating Voucher Schools

These schools have agreed to accept Partnership vouchers in lieu of payment from you. If you do not wish to pay the tuition for your course(s) and wait for reimbursement, attending a course at one of these schools is an excellent option.

All the schools listed below have indicated that they offer either a bachelor’s degree program in Facilities Engineering, Mechanical Engineering, Electrical Engineering, or Marine Engineering; or an associate degree HVAC program.

There are also numerous BOCES across the state that also accept vouchers and may have either a 440- or 900-hour HVAC certificate or diploma program. For information about those schools, please contact the Partnership at (518) 486-7814 or (800) 253-4332 or [advisors@nyscseapartnership.org](mailto:advisors@nyscseapartnership.org).

School Name	Contact Person	Website
<b>Alfred State College</b>	Wendy Dresser-Recktenwald (607) 587-4015	<a href="http://www.alfredstate.edu">www.alfredstate.edu</a>
<b>Binghamton University</b>	LuAnne Dirico	<a href="http://www.binghamton.edu">www.binghamton.edu</a>
<b>Buffalo State College</b>	Dr. Margaret Shaw-Burnett (716) 878-5907	<a href="http://www.buffalostate.edu">www.buffalostate.edu</a>
<b>Dutchess CC</b>	Dr. Holly Molella (845) 431-8953	<a href="http://www.sunydutchess.edu">www.sunydutchess.edu</a>
<b>Erie CC</b>	Brittni (Brown) Benson (716) 851-1505	<a href="http://www.ecc.edu">www.ecc.edu</a>
<b>Excelsior College</b>	Partnership Admissions Team (844) 943-9296	<a href="http://www.excelsior.edu">www.excelsior.edu</a>
<b>Farmingdale State College</b>	Maria Orellana (631) 420-2560	<a href="http://www.farmingdale.edu">www.farmingdale.edu</a>
<b>Fulton-Montgomery CC</b>	Admissions Office (518) 736-3622, ext. 8301	<a href="http://www.fmcc.suny.edu">www.fmcc.suny.edu</a>
<b>Hudson Valley CC</b>	Richard E. Bennett III (518) 629-7338	<a href="http://www.hvcc.edu">www.hvcc.edu</a>
<b>Mohawk Valley CC</b>	Rachel Libby (315) 792-5537	<a href="http://www.mvcc.edu">www.mvcc.edu</a>

School Name	Contact Person	Website
Monroe CC	Marianne Dorsey (585) 292-2154	www.monroecc.edu
New York City College of Technology	Nadia Kennedy (718) 260-5780	www.citytech.cuny.edu
Suffolk CCC (Grant)	Admissions Office (631) 851-6719	www.sunysuffolk.edu
SUNY at Stony Brook	Office of Student Accounts (631) 632-2455	www.stonybrook.edu
SUNY College of Technology at Canton	Student Service Center (315) 386-7616	www.canton.edu
SUNY Delhi	Cindy Healey (607) 746-4627	www.delhi.edu
SUNY New Paltz	Shala Mills (845) 257-3550	www.newpaltz.edu
SUNY Oswego	Joyce Jaskula (315) 312-3626	www.oswego.edu
SUNY Polytechnic Institute	Gina Liscio (315) 792-7500	www.sunypoly.edu
The College of Staten Island	Kenneth Wolpin (718) 982-2681	www.csi.cuny.edu
University at Buffalo	Office of Student Accounts (716) 645-1800	www.buffalo.edu

## Tuition Reimbursement

If you wish to attend a school that does not accept Partnership vouchers, or if you have already paid for your HVAC course(s), you can apply for tuition reimbursement approval. The school must be recognized as an accredited educational institution or proprietary school. **Please note that you do not have to complete your course before applying for your tuition benefit; however, you will not receive reimbursement until after you complete your course (exceptions may apply if courses are more than one year in length).**

If you receive reimbursement approval, you must follow the directions provided on the approval form(s) to submit the documentation required to be reimbursed directly **after** course completion; this documentation includes a copy of your receipt from the school detailing tuition charges, payments and sources of payments, and a copy of your transcript or grade report proving course completion. Reimbursement of tuition will then be mailed to you within 60 days.

**You must complete your course to receive tuition reimbursement. The deadline to submit documentation for reimbursement is June 30, 2020. Please call the Partnership at (518) 486-7814 or (800) 253-4332 if you cannot provide the appropriate documentation by this date.**

