



CSEA-REPRESENTED NYS EXECUTIVE BRANCH EMPLOYEES
TUITION BENEFITS PROGRAM APPLICATION FORM
FOR PROGRAM YEAR 2020-2021

To be eligible to apply, you must be a NYS employee in the ASU/02, OSU/03, ISU/04, or DMNA/47 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 (April 1, 2020-March 31, 2021).

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: _____

Best contact phone number: () _____ Ext. _____ NYS Agency Name: _____

Email address: _____

You may apply for up to TWO standard tuition benefits during the program year (April 1, 2020- March 31, 2021). All applications must be received by March 31, 2021.

To apply for vouchers, fill in the 4 to 6 digit participating voucher school code and name of the school on each line below. All participating voucher schools and their codes can be found here:

<https://www.nyscseapartnership.org/TuitionCatalogs/2020/Provider.cfm>

To apply for reimbursement, use "TRP" as the school code if you are applying for benefits 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.

Benefit 1:

School Code: - School Name: _____

Benefit 2:

School Code: - School Name: _____

Subject Area: _____

By checking this box, I agree that 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.

Date: _____

Save and email the completed form as an attachment to tuitionapplications@nyscseapartnership.org. Or you can fax your application to (518)-486-1989. Call (518) 486-7814 or (800) 253-4332 if you have any questions.

If you have a disability that requires a reasonable accommodation in order to participate in a course, visit <https://www.nyscseapartnership.org/Accessibility.cfm> for helpful information and resources.

SAMPLE APPLICATION



CSEA-REPRESENTED NYS EXECUTIVE BRANCH EMPLOYEES TUITION BENEFITS PROGRAM APPLICATION FORM FOR PROGRAM YEAR 2019-2020

To be eligible to apply, you must be a NYS employee in the ASU/02, OSU/03, ISU/04, or DMNA/47 bargaining unit and has received a NYS paycheck at the time the application is received by the Partnership (after first paycheck received). Applications submitted during this application period must be used for courses that are in session during the application period (April 1, 2019-March 31, 2020).

Please be sure to have your NYS OR CSEA ID ready when filling out the application. This will help us identify you.

NYS EMPLID: N 0 1 2 3 4 5 6 7 OR

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

CSEA ID #: 1 2 3 4 5 6 7 8 9 0

Name: Jane Smith

Mailing Address: 1234 Penguin Drive

City: Clifton Park

State: New York

Zip code: 12065

Daytime Phone: 518 123-4567

Ext:

NYS Agency Name: OPWDD

Email Address: janesmith123@email.com

Vouchers/reimbursement approval forms will be mailed to the address you list on the application. Please be sure this is up to date. Vouchers/reimbursement approval forms will never be faxed or emailed to you.

You may apply for up to **TWO** tuition voucher or reimbursement benefits during the program year, April 1, 2019-March 31, 2020. **All applications must be received by March 31, 2020.**

To apply for vouchers, fill in the 4 to 6 digit Participating Voucher School Code and name of the school on each line below. All participating voucher schools and their codes can be found here:

<https://www.nyscseapartnership.org/TuitionCatalogs/2020/provider.cfm>

To apply for reimbursement, use "TRP" as the school code if you are applying for benefits 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.

You can apply for either 1 or 2 tuition benefits on this application. If you are taking 2 courses in this program year, you should apply for 2.

Tuition Benefit 1: 1 0 4 - U N

School Name: SUNY Adirondack

Tuition Benefit 2: T R P -

School Name: Paul Smith's College

You can find your school's code at the link highlighted above if you are applying for vouchers. For reimbursement, your school code is always TRP.

Subject/Major Area: Forestry



By checking this box, I agree that 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 in the program.

Date: 08/24/2020

The subject area can be the major you are pursuing/program you are enrolled in.

Save and email the completed form as an attachment to tuitionapplications@nyscseapartnership.org. Or you can fax your application to 518-486-1989. Call (518) 486-7814 or (800) 253-4332 if you have any questions.

If you have a disability that requires a reasonable accommodation in order to participate in a course, visit <https://www.nyscseapartnership.org/Accessibility.cfm> for helpful information and resources.