

# SAMPLE APPLICATION

Corporate Plaza East – Suite 502  
240 Washington Avenue Extension  
Albany, New York 12203



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

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 or paycheck). Applications submitted during this application period must be used for courses that are in session during the application period (April 1, 2021 - December 31, 2021).

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, 2021-December 31, 2021. All applications must be received by December 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/2021/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](mailto: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.



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

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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, 2021- December 31, 2021). All applications must be received by December 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](#). (www.nyscseapartnership.org/TuitionCatalogs/2021/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: \_\_\_\_\_

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Or you can mail your application to the address found in the top right-hand corner.

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