



WELDING

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

Applications accepted from April 1, 2020 to March 31, 2021

What is It?

The Statewide Targeted Tuition Program for Welding provides tuition assistance to CSEA-represented New York State employees who wish to take welding courses.

Who's Eligible?

CSEA-represented New York State employees 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 welding course up to \$1,220 **or** one credit-bearing welding course, up to a maximum of four credits at the resident tuition per credit rate, not to exceed \$305 per credit. Two targeted tuition benefits (vouchers **or** tuition reimbursements) can be combined and used for one non-credit welding course that is more than \$1,220 **or** for one credit-bearing welding 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 non-working hours.

Are Other Tuition Benefits Available?

Yes. All CSEA-represented New York State executive branch employees also have two standard tuition benefits available. Unlike the Statewide Targeted Tuition Program for Welding, standard tuition benefits do not have to be used specifically for welding courses. For more information about all of the tuition benefits available to you, visit 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 welding courses. 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 by the Partnership directly.

How Do I Get Started?

Step 1: Find a welding course you wish to take that is in session sometime between April 1, 2020 and March 31, 2021. We suggest you contact one or more of the participating providers listed in this brochure and request a catalog or course schedule, or check the school's website to see available welding courses.

Step 2: Complete the application form that is provided in this brochure and either mail, fax, or email it to the Partnership. **If you applying for two separate courses, list each course on the application form.**

Step 3: Receive your tuition benefit(s).

Step 4: Register for your course(s).

Step 5: If you receive a tuition voucher(s), give the voucher(s) to the school so the school can bill the Partnership directly for your course tuition. If you are approved for tuition reimbursement, pay for the course(s), complete the course(s), and follow the directions provided on the approval form(s) to submit required documentation in order to be reimbursed by the Partnership directly.

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 2020 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@nyscsepartnership.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 welding course(s) and wait for reimbursement, attending a course at one of these schools is an excellent option.

School Name	Contact Person	School Code	Website
Alfred State College	Wendy Dresser-Recktenwald (607) 587-4015	608-U	www.alfredstate.edu
Alfred State College Center for Community Education & Training	Tammy Edwards (607) 587-4017	608-N	www.alfredstate.edu/continuing-ed
BOCES Erie #1	Patricia Riegle (716) 821-7027	137-N	www.e1b.org/adulted
BOCES Genesee/Livingston/Steuben/Wyoming	John Cima (585) 344-7720	158-N	www.gvboces.org
BOCES Orange-Ulster	LindaLee DeLeo (845) 781-6715 ext. 2	185-N	www.ouboces.org
BOCES Oswego	Adult Education Office (315) 593-9475	191-N	www.citiboces.org
BOCES Southern Westchester	Marvin Elliott (914) 592-0849	210-N	www.swboces.org
Broome-Tioga BOCES	Lynette Bryan (607) 763-3616	113-N	www.btboces.org
Capital Region BOCES	Maria Huntington (518) 862-4791	258-N	www.capregboces.org
Cattaraugus/Allegany BOCES	Melissa Rivers (716) 376-8384	265-N	www.caboces.org
CUNY New York City College of Technology	Nadia Kennedy (718) 260-5780	329-UN	www.citytech.cuny.edu
Delaware-Chenango-Madison-Otsego BOCES	Adult & Continuing Education (607) 335-1210	131-N	www.dcmoboces.com
Dutchess BOCES-ALI	Elizabeth Hayter (845) 483-3640	134-N	www.dcboces.org/adults
Eastern Suffolk BOCES	Donna Singer (631) 286-6585	224-N	www.esboces.org
Erie 2 CC BOCES	Janeil Rey (716) 805-3126	140-N	www.e2ccb.org

School Name	Contact Person	School Code	Website
Greater Southern Tier BOCES	Dena Zoerman (607) 739-7905 ext. 1388	209-N	www.gstboces.org/adulted
Jamestown CC Cattaraugus Campus	Lori Jordan (716) 376-7525	425-UN	www.sunyjcc.edu
Jamestown CC North County Center	Elizabeth Booth (716) 363-6500	422-UN	www.sunyjcc.edu
Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES	Julie Brouse (315)779-7237	721-N	www.boces.com
Madison-Oneida BOCES	Diane Wendt (315) 793-8696	176-N	www.moboces.org
Mohawk Valley CC	Rachel Libby (315) 792-5537	482-UN	www.mvcc.edu
Monroe #1 BOCES	Amy Spindler (585) 387-3816	166-N	www.monroe.edu/careertraining
Monroe 2-Orleans BOCES	Registration Office (585) 349-9100	235-N	www.monroe2cwd.edu
Monroe CC	Marianne Dorsey (585) 292-2154	488-UN	www.monroecc.edu
Morrisville State College	Admissions (315) 684-6086	656-U	www.morrisville.edu
Nassau BOCES	Cathy Breuer (516) 622-6954	173-N	www.adultednassau.org
Niagara County CC	Admissions Office (716) 614-6200	515-UN	www.niagaracc.suny.edu
Onondaga-Cortland-Madison BOCES (Liverpool)	Matthew Tarolli (315) 453-4466	179-N	www.ocmboces.org
Orleans-Niagara BOCES	Lori Gill (716) 731-6800 ext. 3007	188-N	www.onboces.org
Otsego Northern Catskill BOCES	Terri Chichester (607) 431-2562	192-N	www.oncboces.org
Putnam-North Westchester BOCES	Gloria Vazquez (914) 248-2430	200-N	www.pnwboces.org
Rockland BOCES	Christopher D'Ambrese (845) 348-3500	206-N	www.rocklandboces.org
St. Lawrence-Lewis BOCES	Office of Adult & Continuing Education (888) 360-7693	216-N	www.sllboces.org
Sullivan County BOCES	Scott D. Palermo (845) 295-4915	230-N	www.scboces.org
SUNY College of Technology at Canton	Student Service Center (315) 386-7616	626-UN	www.canton.edu
SUNY Delhi	Cindy Healey	638-UNG	www.delhi.edu

School Name	Contact Person	School Code	Website
Ulster BOCES	Carolyn Distweiler (845) 331-5050	234-N	www.ulsterboces.org
Ulster County CC	Doreen Arnesen (845) 339-2025	689-N	http://www.sunyulster.edu/ continuing_education
Washington-Saratoga-Warren BOCES	Michelle Stockwell (518) 581-3604	208-N	www.wswheboces.org
Wayne-Finger Lakes BOCES	Theresa Laird (315) 332-7479	236-N	www.wflboces.org
Western Suffolk BOCES	Adult Career & Technical Education (631) 667-6000 ext. 320	227-N	www.wilsontech.org

Tuition Reimbursement

If you wish to attend a school that does not accept Partnership vouchers, or if you have already paid for your welding 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 and payments, sources of payments, and a copy of your transcript or grade report proving course completion. Reimbursement of tuition will then be mailed to you directly within 60 days.

You must complete your course to receive tuition reimbursement. The deadline to submit documentation for reimbursement is June 30, 2021. Please call the Partnership if you cannot provide the appropriate documentation by this date.





CSEA-REPRESENTED NEW YORK STATE EMPLOYEES
STATEWIDE TARGETED TUITION PROGRAM FOR WELDING APPLICATION FORM

To be eligible to apply, you must be a CSEA-represented New York State employee who has received a NYS paycheck at the time the application is received by the Partnership (after first paycheck and before last paycheck). **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. **All applications must be received (not postmarked) by March 31, 2021.**

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

NYS EMPLID: N

OR

CSEA ID #: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

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

Email address: _____

Benefit 1:

School Code: - School Name: _____

Benefit 2:

School Code: - School Name: _____

Fill in the code for the school you have selected 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, use "TRP" as the school code and include the school's name and website address.

Do not send payment/completion documentation at this time.

Course 1:

Course Name: _____

Course Start Date: _____

Course Cost: _____

Course 2:

Course Name: _____

Course State Date: _____

Course Cost: _____

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: _____



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

www.nyscseapartnership.org
(518) 486-7814 or (800) 253-4332