



Welding

A Statewide Targeted Tuition Program for
CSEA-represented Employees

Applications Accepted until March 31, 2024

What Is the Statewide Targeted Tuition Program for Welding?

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

Who is Eligible?

CSEA-represented NYS employees (ASU/02, OSU/03, ISU/04, or DMNA/47) receiving a NYS paycheck when applying for this benefit are eligible.

How Many Targeted Tuition Benefits Can I Receive?

You can apply for up to *two targeted tuition benefits* (vouchers or reimbursements) during the program year, from **April 1, 2023, to March 31, 2024**.

- **One targeted tuition benefit** (*voucher or reimbursement*) – Covers 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*) – Combining two targeted tuition benefits covers one non-credit welding course that is more than \$1,220 **or** one credit-bearing welding course that is more than four credits.

What Does it Cover?

We only cover the cost of tuition. Any tuition costs over 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 NYS employees (ASU/02, DMNA/47, ISU/ 04, OSU/03) also have **two standard tuition benefits** available. Unlike targeted tuition benefit programs, standard tuition benefits do not have to be used for welding courses.

Learn more about all the tuition benefits available to you:

- Visit www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm
- Call (800) 253-4332 (Option 1)
- Email advisors@nyscseapartnership.org

How Does It Work?

You can apply to receive **vouchers** that pay for tuition at the 35 participating schools listed in this brochure. In addition, if you wish to attend a school not listed in this brochure or have already paid for your welding course(s), you may apply for **tuition reimbursement**. *Please note: The school must be an accredited educational institution or proprietary school. Contact us before you pay for the course to ensure it is eligible for reimbursement.*

How Do I Get Started?

- **Step 1:** Find a welding course you wish to take in session sometime between **April 1, 2023, and March 31, 2024**. We suggest you contact one or more participating providers in this brochure and request a catalog, or course schedule, or check the school's website for available courses.
- **Step 2:** Complete and return the application form in this brochure by mail, fax, or email. If you are 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) with the school.
- **Step 5:** If you receive a tuition voucher(s), give the voucher(s) to the school so they 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 the required documentation to be reimbursed by the Partnership.

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, except for Certification and Licensure Exams, which are always taxable.
- 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 paychecks.

Please speak to your accountant or tax advisor for further guidance.

What If I Have More Questions?

We're here to help! Contact our educational advisors at (800) 253-4332 (*Option 1*) or advisors@nyscseapartnership.org.

Participating Voucher Schools

The following schools will accept Partnership vouchers for tuition in place of payment from you.

If the school you wish to attend is not on this list, please contact us to determine your eligibility for tuition reimbursement.

School Name	School Code	Website	Phone Number
Alfred State College	608-U	www.alfredstate.edu	(607) 587-4015
BOCES Erie #1	137-N	www.e1b.org/adulted	(716) 821-7027
BOCES Genesee/Livingston/Steuben/Wyoming	158-N	www.gvboces.org	(585) 344-7720
BOCES Orange-Ulster	185-N	www.ouboces.org	(845) 781-6715 X2
BOCES Oswego	191-N	www.citiboces.org	(315) 593-9400
BOCES Southern Westchester	210-N	www.swboces.org	(914) 592-0849
Broome-Tioga BOCES	113-N	www.btboces.org	(607) 763-3616
Capital Region BOCES	723-N	www.capregboces.org	(518) 862-4791
Corning Community College	296-UN	www.corning-cc.edu	(607) 962-9875
Cattaraugus/Allegany BOCES	265-N	www.caboces.org	(716) 376-8384
CUNY NYC College of Technology	329-UN	http://www.citytech.cuny.edu/	(718) 260-5780
Delaware-Chenango-Madison-Otsego BOCES	131-N	www.dcmoboces.com	(607) 335-1210
Dutchess BOCES Adult Learning Institute	134-N	www.dcbooces.org/adults	(845) 483-3640
Eastern Suffolk BOCES	224-N	www.esboces.org	(631) 286-6585
Greater Southern Tier BOCES	209-N	www.gstboces.org/adulted	(607) 739-7905 X1388
Jamestown Community College	422-UN	www.sunycc.edu	(716) 363-6500
Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES	721-N	www.boces.com	(315) 779-7237
Madison-Oneida BOCES	176-N	www.moboces.org	(315) 793-8696
Mohawk Valley Community College	482-UN	www.mvcc.edu	(315) 792-5475
Monroe ONE BOCES	166-N	www.monroe.edu	(585) 387-3816
Monroe 2-Orleans BOCES	235-N	www.monroe2cwd.edu	(585) 349-9100
Monroe Community College	488-UN	www.monroecc.edu	(585) 292-2200
Morrisville State College	656-U	www.morrisville.edu	(315) 684-6046
Nassau BOCES	173-N	www.adultednassau.org	(516) 622-6954
New York City College of Technology	329-UN	www.citytech.cuny.edu	(716) 260-5780
Niagara County Community College	515-UN	www.niagaracc.suny.edu	(716) 614-6200
Onondaga-Cortland-Madison BOCES (<i>Liverpool</i>)	179-N	www.ocmboces.org	(315) 453-4466
Orleans-Niagara BOCES	188-N	www.onboces.org	(716) 731-6800 X3101
Otsego Northern Catskill BOCES	192-N	www.oncboces.org	(607) 431-2562
Putnam-North Westchester BOCES	200-N	www.pnwbooces.org	(914) 248-2430
Rockland BOCES	206-N	www.rocklandboces.org	(845) 348-3528
St. Lawrence-Lewis BOCES	216-N	www.sllboces.org	(888) 360-7693
SUNY Delhi	638-UNG	www.delhi.edu	(607) 746-4550
Ulster BOCES	234-N	www.ulsterboces.org	(845) 331-5050
Washington-Saratoga-Warren BOCES	208-N	www.wswheboces.org	(518) 581-3604

Tuition Reimbursement

If you wish to attend a school that does not accept Partnership vouchers or 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.**

Contact a Partnership advisor at (800) 243-4332 (*Option 1*) to ensure the school is accredited before you pay tuition. Please note that you do not have to complete your course before applying for your tuition benefit; however, you will only receive reimbursement after you complete your course. Exceptions may apply if courses are more than one year in length.

If you receive a reimbursement approval, you must follow the directions on the approval form(s) to submit the documentation required to be reimbursed after course completion. This documentation includes a copy of your account statement 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, 2024.** Please call the Partnership at (800) 253-4332 (*Option 2*) 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 NYS 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, fax to (518) 486-1989, or email it to tuitionapplications@nyscseapartnership.org.** Call (800) 253-4332 if you have questions about any of the information requested. **All applications must be received (not postmarked) by March 31, 2024.**

NYS EMPLID: N _____

OR

CSEA ID #: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

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

Email address: _____

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

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 Start 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: _____

NOTES

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Corporate Plaza East - Suite 502
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Albany, NY 12203
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www.nyscseapartnership.org