NYS & CSEA Partnership

Tuition Benefits Instructions & Application

Program Year: April 1, 2026 to March 31, 2027

ELIGIBILITY

You must be a CSEA-represented New York State employee on the state payroll (after receiving your first paycheck and before your last) in one of the following bargaining units:

- Administrative Services Unit (ASU/02)
- Operational Services Unit (OSU/03)
- Institutional Services Unit (ISU/04)
- Division of Military Naval Affairs (DMNA/47)

APPLICATION TERM

Applications must be submitted during the program year and used for courses or exams that are in session from April 1 - March 31.

HOW IT WORKS

Eligible employees can **receive up to $5,000 in tuition benefits per program year.** To qualify for these benefits, the school you're attending must be accredited. You may apply for:

- **Tuition Vouchers**: Use tuition vouchers to pay for courses upfront at any of our 140+ accredited participating education providers.
- **Tuition Reimbursements:** Opt for reimbursement if you choose an accredited education provider that does not accept tuition vouchers, or if you've already paid for a course.

If a balance remains, you may submit another application until your $5,000 is used. **Benefits cannot be carried over to the next program year or transferred to others.**

For full details, visit the Tuition Benefits section of the NYS & CSEA Partnership website.

HOW TO APPLY

Submit one application per school through the Tuition Portal, or by email, fax, or mail. Have your course information ready. Additional documents (billing statement, transcript, etc.) may be required.

- **Use the Tuition Portal:** Sign in to the Tuition Portal using your NYS.gov ID and password at: https://tuitionportal.nyscseapartnership.org/
- **Use our Application Form:** There are multiple ways to submit your application:
  - **Email:** Send the completed application to: tuitionapplications@nyscseapartnership.org.
  - **Fax:** (518) 486-1989
  - **Mail:** NYS & CSEA Partnership, Corporate Plaza East - Suite 502, 240 Washington Ave. Ext., Albany, NY 12203. Applications sent via mail must be received (not postmarked) by March 31.

You can expect a response within ten business days. If you do not hear from us by this time, please contact a Partnership Advisor.

If you have questions about the Tuition Benefits Program, school accreditation, or need assistance with your application, please contact a Partnership Advisor at (800) 253-4332 Option 1 or advisors@nyscseapartnership.org.

NYS & CSEA Partnership

Tuition Benefits Application

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STUDENT INFORMATION

Employer (NYS Agency Name): _____

NYS Employee ID Number (find on your NYS paystub): _____
Or
CSEA ID Number (find on your member card): _____

Name: _____ Daytime Phone: _____
Email Address: _____
Mailing Address (include city, state, zip): _____
_____
_____

How do you want your benefits sent? (select one): ☐ Email ☐ Mail

if you have a disability that requires a reasonable accommodation, visit our website at: https://nyscseapartnership.org/accessibility-contact-information-and-policies.

BENEFIT REQUEST

Tuition Benefit Type - Are you applying for Voucher or Reimbursement benefits? (select one).

☐ **Vouchers:** Use tuition vouchers to pay for courses upfront at any of our 140+ accredited participating education providers.

☐ **Reimbursement:** Opt for reimbursement if you choose an accredited education provider that does not accept tuition vouchers, or if you've already paid for a course.

School Information - Please contact a Partnership Advisor for questions on your school's accreditation.

Name of School: _____ Subject Area: _____

COURSE INFORMATION

Check if graduate course	Course Name	Start & End Date	Credit or Non-Credit Course (select one)
☐			☐ Credit, # of Credits:____ ☐ Non-Credit
☐			☐ Credit, # of Credits:____ ☐ Non-Credit
☐			☐ Credit, # of Credits:____ ☐ Non-Credit
☐			☐ Credit, # of Credits:____ ☐ Non-Credit

Total number of courses listed in application here: _____ Estimated total $ amount requested: _____

Statewide Targeted Tuition Benefits

If enrolled in one of these, high-demand training programs, you may be eligible to **receive up to $2,500 in additional tuition benefits for a total of up to $7,500 per program year.**
Please select the program you're enrolled in, and a Partnership Advisor will contact you.

☐ Commercial Driver's License (CDL) ☐ Heating, Ventilation, Air Conditioning (HVAC) ☐ Nursing ☐ Welding

AUTHORIZATION AND AGREEMENT

By signing this document, I acknowledge that if employer-sponsored benefits from the Partnership alone, or in combination with educational/tuition assistance from other NYS employer-sponsored benefits add up to more than $5,250, I will have taxes taken out of my State paycheck(s) in December.

By signing this document, I agree that all 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 final billing information to the Partnership.

Signature: _____ Date: _____

To submit your application, email: tuitionapplications@nyscseapartnership.org.