

## **Tuition Benefits Instructions & Application**

Program Year: April 1, 2025 to March 31, 2026

#### **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)

### Apply during the Program Year: April 1 to the following March 31.

Applications must be submitted during the program year and used for courses or exams that take place during that time period.

#### **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 schools.
- Tuition Reimbursements: Opt for reimbursements if you choose an accredited school that does not accept tuition vouchers, or if you've already paid for a course.

If a balance remains, you may submit another application for the same or a different school until your \$5,000 is used. Benefits cannot be carried over to the next program year or transferred to others. For full details, see the Tuition Benefits Guide on the NYS & CSEA Partnership website.

#### **HOW TO APPLY**

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

- ► **Use our Application Form:** Submit your application via email, fax, or mail.
  - 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.
- Or Use the Tuition Portal: Sign in to the Tuition Portal using your NYS.gov ID and password at: <a href="https://tuitionportal.nyscseapartnership.org/">https://tuitionportal.nyscseapartnership.org/</a>

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 <a href="mailto:advisors@nyscseapartnership.org">advisors@nyscseapartnership.org</a>.



# **Tuition Benefits Application**Program Year: April 1, 2025 to March 31, 2026

		5	TUDENT INFORM	ATION		
	Employer (NYS Agency Name):					
	NYS Employee ID Number (find on your NYS paystub):					
	Or  CSEA ID Number (find on your member card):					
	Name: _	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 in order to participate in a course, visit our website at: <a href="https://nyscseapartnership.org/accessibility-contact-information-and-policies">https://nyscseapartnership.org/accessibility-contact-information-and-policies</a> .					
BENEFIT REQUEST						
	Tuition Benefit Type - Are you applying for Voucher or Reimbursement benefits? (select one).					
	<b>Vouchers:</b> Use tuition vouchers to pay for courses upfront at any of our 140+ accredited <u>participating schools</u> .					
	<b>Reimbursements:</b> Opt for reimbursements if you choose an accredited school 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:_		
				Credit, # of Credits:_		
				Credit, # of Credits:_	Non-Credit	
	Total nur	otal 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.					
	Comm	nercial Driver's License (CDL)	leating, Ventilation, Ai	r Conditioning (HVAC)	Nursing Welding	
		AUTHO	PRIZATION AND	AGREEMENT		
	in combi	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 a best of my knowledge and belief. I hereby authorize the school named above to release final billing the Partnership.						
Signature: Date:						