

2026-2027

NYS & CSEA
Partnership

TUITION BENEFITS GUIDE

For CSEA-Represented NYS Employees

Receive vouchers and reimbursements for tuition payments and exam fees.



Applications accepted until March 31, 2027.





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Save Money on Tuition & Exam Fees

For over two decades, the NYS & CSEA Partnership for Education and Training has been a trusted partner in supporting thousands of CSEA-represented NYS employees toward advancing their careers.

Our tuition benefits program helps reduce educational tuition and exam costs, making it easier to gain essential skills, certifications, or a degree to reach your career goals.

Discover Your Benefits

Tuition Benefits

There are two ways to receive tuition benefits. You can apply for a voucher as payment up front for tuition to use at one of our 140+ [participating education providers](#), or you can apply for reimbursement if you choose an accredited education provider that does not accept tuition vouchers, or if you've already paid for a course.

- **Standard Tuition Benefits**
Get up to \$5,000 per program year to help cover your course tuition.
- **Statewide Targeted Tuition Benefits**
You may qualify for up to \$2500 in additional tuition benefits by enrolling in a training program in one of these high-demand career fields in NYS: Commercial Driver's License (CDL); Heating, Ventilation, Air Conditioning (HVAC); Nursing; and Welding.

Exam Fee Reimbursement

- **Credit-by-Exam Fee Reimbursement**
You can earn college credits by passing exams. We'll reimburse you up to \$350 each, for all eligible exams, so you can start college with more credits.
- **Certification & Licensure Exam Fee Reimbursement**
Keep up with your certifications and licenses. You can get covered for eligible exam fees, up to \$350 each, ensuring you have the necessary credentials to succeed in your field.

License Renewal Fee Reimbursement

- **CDL/LPN License Renewal Fee Reimbursement**
Get reimbursed for eligible CDL and LPN license renewal fees required for employment.





Eligibility

You must be a CSEA-represented New York State employee in one of the following bargaining units:

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

Your bargaining unit can be found on your state issued paychecks.

If you are a CSEA-represented NYS employee in one of the above eligible bargaining units, here are the criteria to qualify for tuition benefits:

- You must be receiving a NYS paycheck when you apply. Your application must be received after your first paycheck and before your last paycheck.

- If you were laid off in the past year and are on a Civil Service Preferred List, you are eligible.
- If you are on approved non-disciplinary leave without pay or workers' compensation leave, you may still qualify with proper documentation. The documentation must specify the type of leave and the start date, and it must be signed by a human resources officer and attached to your tuition benefits application.

Please contact a Partnership Advisor for inquires about your eligibility status.



(800) 253-4332 Option 1

advisors@nyscseapartnership.org

Dates & Deadlines

Eligible employees may apply for tuition benefits and exam fee reimbursements each program year from April 1 to March 31. To ensure that you don't miss out, please keep the following dates in mind:

- **The current program year is from April 1, 2026, to March 31, 2027.**

Courses and exams must be in session or taken during this timeframe to be eligible for tuition benefits.

- **You must apply for your tuition benefits by March 31, 2027.**

Please note that you do not have to complete your course/exam before applying. However, you will not receive reimbursement until after completing your course/exam. Please note that applications sent via postal mail must be received (not postmarked) by March 31, 2027.

- **Tuition reimbursement is a two-step process; after you apply for benefits and receive your reimbursement approval form, you must submit all necessary verifying documentation for reimbursement by June 30, 2027.**



If you cannot provide the required documentation by the deadline please contact us at:

(800) 253-4332 Option 2 or

reimbursement@nyscseapartnership.org

If you miss these deadlines, you will not be eligible to receive your tuition benefits. **Tuition benefits cannot be carried over from one program year to the next or transferred to another individual.**

Tax Implications



Educational assistance benefits that exceed \$5,250 will be taxable unless they can be excluded as a "working condition fringe benefit." Taxable tuition benefits from the Partnership include, but are not limited to:

- Standard Tuition Benefits
- Statewide Targeted Tuition Benefits
- Certification and License Exam Reimbursement is **ALWAYS** taxable.

Credit-by-Exam Fee Reimbursement and CDL/LPN License Renewal Fee Reimbursement are Not taxable.



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, you will have taxes taken out of your State paycheck(s) in December.

These exemptions, however, can change from one tax year to another.

We encourage you to contact your tax advisor/accountant for guidance.



Tuition Benefits

Standard Tuition Benefits

Get up to \$5,000 per program year to help cover your course tuition. You can choose from our 140+ [participating education providers](#) that accept Partnership tuition vouchers, or attend another accredited school and receive reimbursement. You may also combine vouchers and reimbursement, up to the \$5,000 annual maximum.

Tuition Vouchers

The Partnership works with over 140 [colleges and participating education providers that accept Partnership vouchers](#). A voucher acts as an upfront payment for your course, allowing you to take classes without paying tuition out of pocket. The school bills the Partnership directly, making it an easy and affordable way to take courses.

Tuition Reimbursement

Apply for reimbursement if any of the following are true:

- ▶ The provider you want to use is not [a participating education provider](#).
- ▶ A participating education provider does not offer a convenient location or the type of course you are interested in taking.
- ▶ You have already paid for the course and prefer to be reimbursed directly.



We will only approve requests for providers that are accredited educational institutions.

Reimbursement is only available for courses taken through an accredited education provider. Before you register, contact us to confirm the provider is approved. Courses taken through unapproved providers will not be reimbursed.

Tuition Coverage Limits

You may request up to \$5,000 per program year. When applying for a voucher or reimbursement, you must submit one application per education provider. If you have a remaining balance after your benefit is issued, you may submit a new application for the same education provider or different education provider until your \$5,000 is depleted.

If you are in one of our Statewide Targeted Tuition programs, you may be eligible to receive an additional \$2,500 towards your tuition, for a total of \$7,500 per program year ([see page 7](#) for more information).



Remaining balances will not carry over to the next program year. Any tuition costs above the maximum provided will be your responsibility. All other expenses are also your responsibility, such as fees, books, and materials.

Eligible Tuition Courses

Our tuition benefits program offers a wide range of courses, programs, and education providers to choose from, including vocational, trades training, language, undergraduate credit, non-credit, and graduate courses. These courses must take place within the current program year and can be unrelated to your role.

Credit Courses (Undergraduate and Graduate)

Undergraduate credit courses are offered through colleges and universities. Upon completion of the course, college credit is awarded. These courses are mainly taken by students who have a high school diploma or equivalent and working towards an associate's or bachelor's degree.

Non-Credit Courses

Non-credit courses are typically offered at BOCES, trade schools, or continuing education departments. These courses do not award college credits, but may award Continuing Education Units (CEUs).

Courses must meet the following criteria:

- ▶ Be relevant to an occupation or workforce need in NYS.
- ▶ Relate to vocational, trade, technical, or business-related skills.
- ▶ Be taught by an instructor through an accredited institution

While most courses may be considered job- or career-related, it's best to check with a Partnership Advisor to confirm they meet eligibility requirements.



(800) 253-4332 Option 1

advisors@nyscseapartnership.org



Ineligible Tuition Courses

Certain types of non-credit courses are **NOT** eligible for tuition benefits.

Examples include:

- ✗ Bartending
- ✗ Gaming (for example, billiards and poker)
- ✗ Modeling and appearance enhancement
- ✗ Physical education (for example, kickboxing, karate, martial arts, dance, and Pilates)
- ✗ Life coach, Reiki, yoga, meditation, and hypnosis
- ✗ Starting your own business
- ✗ One-on-one courses or tutoring
- ✗ Non-instructor-led courses



Statewide Targeted Tuition Benefits

Now is the perfect time to start training for a promising career in NYS. There is a high demand for skilled professionals in four career fields:

- Commercial Driver's License (CDL);
- Heating, Ventilation, and Air Conditioning (HVAC);
- Nursing (LPN and RN programs only); and
- Welding.

Enroll in one of these high-demand training programs, and you may receive up to \$2,500 in additional tuition benefits - on top of your standard benefits - for a total of up to \$7,500 per program year. This is a great opportunity to enhance your skills while saving money.

A member of our Advisement Team will need to verify your eligibility before granting you Targeted Tuition Benefits.



(800) 253-4332 Option 1
advisors@nyscseapartnership.org



Details about each program and the requirements that need to be fulfilled to qualify for Statewide Targeted Tuition Benefits are listed below. (For more information on Exam Fee Reimbursements and License Renewal Fee Reimbursement [see page 12.](#))

Commercial Driver's License (CDL)

If you are pursuing a Commercial Driver's License (CDL), you may be eligible for Statewide Targeted Tuition Benefits. You may also apply for reimbursement for the knowledge and skills test fees and licensure exam (road test) fee. Please note that we can only cover the exam fee and renewal, not the license itself.



Heating, Ventilation, Air Conditioning (HVAC)

You may be eligible for Statewide Targeted Tuition Benefits if you are enrolled in any of the following programs:

- ▶ A bachelor's degree program in Facilities Engineering, Mechanical Engineering, Electrical Engineering, or Marine Engineering.
- ▶ An associate's degree in HVAC.
- ▶ An approved HVAC certificate program from BOCES or an accredited technical/vocational training school or technology college.*

** Certification program must be accredited by the Accrediting Commission of Career Schools and Colleges of Technology or recognized by the NYSED Bureau of Proprietary Schools.*

Nursing

To be eligible for Statewide Targeted Tuition Benefits in nursing, you must already be enrolled in a full LPN or RN program. Any pre-requisite courses taken before enrolling in a declared nursing major will not be covered under this targeted benefit. This additional benefit does not apply to other medical programs or nursing assistant programs. We encourage you to make use of Exam Fee Reimbursement (for the NCLEX and other nursing exams) and the LPN License Renewal Fee Reimbursement.

Welding

There are no minimum or maximum credit hours required for employees who wish to take welding courses.

You can also apply for reimbursement of relevant certification and licensure exam fees. You will be reimbursed, whether or not you pass the exam, after submitting the required documentation. There is no limit to the number of certification and licensure exam benefits you can apply for each program year.

Search our Education Provider Directory by scanning the QR code with your phone or by visiting:

<https://nyscseapartnership.org/tuition-benefits-participating-voucher-schools>.





Apply For & Manage Your Tuition Benefits

You can apply for Standard and Statewide Targeted Tuition Benefits by using our [Tuition Portal](#). Applications can also be sent by email, fax, or standard mail. You may also apply by calling a Partnership Advisor. Contact a Partnership Advisor if you need assistance with your application - please have your course information ready. Additional verification, such as a billing statement or transcript, may be required to process benefits.

You do not have to complete your course before you apply. However, if you are seeking reimbursement, you will not receive it until your course has been completed. Exceptions may apply if courses are more than one year long.

Ways to Apply

To make the application process as seamless as possible, there are multiple ways to apply for Tuition Benefits. Please note that applications received through the Tuition Portal or email will be processed faster than those received via standard mail or fax.

1. Use our Tuition Portal

Sign in to the Tuition Portal using your NYS.gov ID and password at: <https://tuitionportal.nyscseapartnership.org/>

2. Use our Application Form

Complete the application form (pdf) on [page 14](#) or download it at:

<https://nyscseapartnership.org/tuition-benefits>.

Type or print legibly and complete all required form fields. 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.*

3. Call a Partnership Advisor

Call us at (800) 253-4332 Option 1



You can expect a response within ten business days. If you do not hear from us by this time, call us at:

(800) 253-4332 Option 1 or email: advisors@nyscseapartnership.org.

Manage Your Tuition Benefits

Get Vouchers

You will receive one voucher per education provider, each semester/term for up to multiple courses. If a balance remains, you may submit another application until your \$5,000 is used. Once you receive a voucher for an education provider, you must:

- Follow the provider's registration instructions and schedule. If you do not register with the provider, you may not be allowed to attend the course.
- Submit the voucher to the provider when you register or pay for your course. By doing so, you permit the provider to bill the Partnership. If you do not submit the voucher to the provider, you may be billed by the provider.



Get Reimbursement

Once you apply for and receive your reimbursement approval form, you must follow the instructions on the front of the approval form. These instructions include the following steps:

- After completing and paying for the course(s), return the completed approval form to the Partnership. *Be sure to include a copy of the following materials:*

- ▶ Your account statement from the education provider detailing tuition charges (separate from fees)
- ▶ Proof of tuition payment
- ▶ Sources of payments
- ▶ Your transcript or grade report indicating course completion

- Once we receive all required supporting documents, we will mail your tuition reimbursement to you within 60 days.

Please apply for benefits before finishing your course(s). Reimbursement is issued after you complete the course(s) and submit the required documentation listed on your reimbursement approval form.

You may request changes to your tuition benefits after applying, if needed. Be sure to follow the next steps to do so.

Changing/Canceling Provider, Benefit Type, or Courses

We can only approve changes/cancellations if no charges were incurred against the original benefit, voucher, or reimbursement approval.

Changing/Canceling a Voucher

If you want to change your tuition benefit, or you were unable to use it during the eligible time frame and want to cancel it, you must contact our advisors for a Change of Benefit Form. You must submit the Change of Benefit Form to the contact at the education provider listed on your voucher. You and the participating education provider must sign the form indicating that no charges were incurred towards the benefit(s). Once this form is returned, and signed by both you and the education provider, we can then process the request.

Changing/Canceling a Reimbursement

To change or cancel a reimbursement approval, please contact our advisors for more information.

Changing Courses

We do not need to approve course changes if the new course(s) meet our course criteria.

Dropping Courses

Please contact the education provider directly to learn about their drop procedures and refund policy.

- If you register for a course but withdraw **within** the provider's 100% refund period (if one is available), the Partnership will not be required to pay for your participation in the course and your tuition benefit may still be valid to use.
- If you drop your course **outside** the provider's 100% refund period, the Partnership will pay the school as required, and the payment amount will be deducted from your annual tuition benefit balance.

Tuition benefits cannot be transferred to another individual or carried over to the next program year.



To change/cancel a voucher or reimbursement, contact a Partnership Advisor at:

(800) 253-4332 Option 1 or email:
advisors@nyscseapartnership.org





Exam Fee Reimbursement

As part of the Tuition Benefits Program, you can also get reimbursed for credit-by-exam and certification and licensure exam fees up to a maximum of \$350 per exam. There is no limit on the number of exams you can take.

Credit-by-Exam Fee Reimbursement

Passing college-level exams can help you earn credits and save time and money. It can shorten the time required to finish a degree program and help build your confidence to do college-level work.

Eligible Credit-By-Exam Providers

Explore the major exam programs we cover below. Be sure to check with your education provider first to confirm their participation. These programs offer college credit for the knowledge you have already acquired.

- **College-Level Examination Program (CLEP)**
- **DANTES Subject Standardized Test (DSST)**
- **Thomas Edison College Examination Program (TECEP)**

Certification & Licensure Exam Fee Reimbursement

You can get reimbursed up to \$350 per exam for unlimited certification or licensure exam fees in addition to your other tuition benefits.

This program is not intended to replace existing agency exam reimbursement programs.

Exam Criteria

To be eligible, a certification/licensure exam must meet the following criteria:

- Be job- or career-related.
- Lead to certification or licensure for an occupation in New York State service.
- Be administered by an accredited organization.

Examples include:

- ▶ Boiler Inspector
- ▶ Certified Public Accountant
- ▶ Commercial Pesticide Applicator/Technician
- ▶ Credentialed Alcoholism and Substance Abuse Counselor

- ▶ Dental Hygienist
- ▶ Physical Therapy Assistant
- ▶ Wastewater Treatment Plant Operator
- ▶ NCLEX
- ▶ Certain Nursing School Entrance Exams
- ▶ Exams for certification in specific software or hardware programs by Microsoft, Novell, Oracle, and others may also be covered.

- Exam fees that are reimbursable by the employee's agency.

Apply For & Manage Your Exam Reimbursement

Contact a Partnership Advisor to apply for, manage, or to make a change to these benefits.



(800) 253-4332 Option 1

advisors@nyscseapartnership.org

Costs and fees NOT reimbursed by this program include, but are not limited to:

- Civil Service examination fees.
- Fees for exams leading to certification in a career not existing in NYS service.
- Academic and application fees.
- Study materials (books, CDs, DVDs, etc.) and supplies.

After you apply and receive reimbursement approval, you will receive a benefit approval form. You must follow the instructions on the front of the approval form. After completing and paying for the exam, return the completed approval form with the required documents to the Partnership by the deadline. ([See page 4](#) for Important Dates & Deadlines).

License Renewal Fee Reimbursement

CDL/LPN License Renewal Fee Reimbursement

Each year, you may seek reimbursement for the fees incurred when renewing either a New York State (NYS) Class A or B Commercial Driver's License (CDL) OR a New York State Licensed Practical Nurse (LPN) License.

If you are seeking reimbursement for either class CDL, you may also seek reimbursement for Tanker Endorsement and Doubles/Triples Endorsement. The enhanced license fee is not reimbursable. MCTD fees are reimbursable. If you have a CDL Class combined with Class M or MJ (e.g. AM), the \$8.00 fee is not reimbursable.

Apply For & Manage Your Renewal Fee Reimbursement

After paying for an eligible license renewal, email or mail the completed [Application for License Renewal Fee Reimbursement](#) with all required documentation to: reimbursement@nyscseapartnership.org.

The application must be submitted within 90 days of payment.



Visit our website to learn more about this license renewal.

<https://nyscseapartnership.org/license-fee-reimbursement-pilot-program>.

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 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.

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.

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: _____



Resources and Support

Don't let education costs hold you back from your dreams. Join the thousands of CSEA-represented NYS employees who have achieved success with the help of tuition and exam savings. Subscribe to our [Facebook](#) and [YouTube](#) channels (nyscseapartnership) for important updates and to view our recorded webinars.

Take the first step towards your future today.



Webinar: Using the Tuition Benefits Program

Watch the recording on our YouTube channel.



Webinar: Financing Your Education

Watch the recording on our YouTube channel.



Connect a Partnership Advisor

(800) 253-4332 Option 1
advisors@nyscseapartnership.org.



Take the first step
towards advancing your education.
Connect with us today!



Tuition Benefits Program

Corporate Plaza East - Suite 502
240 Washington Ave. Ext.
Albany, NY 12203

(800) 253-4332 Option 1

advisors@nyscseapartnership.org