CSEA

CSEA/VOICE Tuition Assistance Program for Child Care Providers 2018-2019

Applications accepted from April 1, 2018 to March 31, 2019

WORK INSTITUTE
Workers•Opportunities•Resources•Knowledge

Purpose

The CSEA/VOICE Tuition Assistance Program provides educational benefits through the following:

Tuition Voucher – Payment for tuition at participating schools listed in this catalog.

Tuition Reimbursement – Authorized repayment of tuition to students upon successful completion of coursework at accredited schools.

Eligibility

You are eligible if you are a NYS Registered Family or Licensed Group Family childcare provider outside of New York City.

Advisement

Many schools have specific requirements you must meet before registering for a course. We suggest you seek academic advisement by calling the school directly for information on their programs and requirements.

When completing a tuition assistance application, please refer to pages 6 through 14 for the school code and types of courses (undergraduate credit) for which assistance type may be used. The name of the person at the school to whom questions should be directed is listed as well.

Course Criteria

Eligible courses must be in session sometime between April 1, 2018 and March 31, 2019. Only coursework required toward a Childcare Development Associate (CDA) credential or Early Care Education Associate's or Bachelor's degree are eligible.

Types of Benefits

Tuition Vouchers

Schools that are participating in the Tuition Voucher Program have agreed to accept vouchers in lieu of payment from students and will bill CSEA directly for course tuition. Some schools may have multiple campuses, but only selected campuses accept vouchers. Schools participating in the Tuition Voucher Program are listed on pages 6 through 14.

Tuition Reimbursement

You may apply for the Tuition Reimbursement Program if:

- The school you want to attend is not listed in this catalog, or
- The school listed does not offer the location or type of course you are interested in, or
- You have already paid for the course and prefer to be reimbursed directly.

The school must be recognized as an accredited educational institution or proprietary school. Reimbursement will not be provided for coursework taken at a school that is not an accredited educational institution or proprietary school.

Tuition Coverage Limits

The 2018-2019 Tuition Assistance Program provides you with **FOUR** tuition vouchers **OR** tuition reimbursements per program year.

A single tuition voucher **OR** reimbursement can cover:

- Tuition for **ONE** credit-bearing course, up to a maximum of four credits at the resident tuition per credit rate, not to exceed $285 per credit.

Tuition vouchers **OR** tuition reimbursements can be combined and used for one credit-bearing course that is more than four credits.

Tuition costs in excess of the maximum provided are the student's responsibility. All fees and other expenses are also the student's responsibility.

Applying for Assistance

Application forms are included online or in the back of this catalog. **If you are applying for four tuition vouchers or reimbursements, you must use four separate applications.** Applications for this program year will be accepted until March 31, 2019 and applications must be RECEIVED (not postmarked) by March 31, 2019.

If you are applying for a **voucher** (payment provided directly to the participating school):

1. Complete the information on the application as requested.
2. Include the correct school code and name from pages 6 through 14 in this catalog.

If you are applying for **reimbursement** (payment provided directly to you, the student):

1. Complete the Tuition Reimbursement Application as requested.

2. Include the school's full name.

3. **Do not include course completion documentation at this time.**

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).

All applications must be signed and mailed to the CSEA WORK Institute, 1 Lear Jet Lane-Suite 5, Latham, NY 12110.

Using Your Tuition Assistance

Tuition Voucher

If you receive a voucher for a participating school, you must follow the school's registration instructions and schedule, and you **must submit the original voucher(s) to the school** when you register or pay for your course. By doing so, you give permission to the school to bill CSEA. If you do not formally register at the school, you may not be allowed to attend the course. If you do not submit the original voucher to the school, you may be billed by the school.

Tuition Reimbursement

If you receive reimbursement approval, you must return the completed reimbursement approval form to the CSEA WORK Institute after completing the course. A copy of your receipt from the school detailing tuition charges (separate from fees), tuition payment, sources of payments, and a copy of your transcript or grade report indicating course completion must be included. Reimbursement of tuition will be mailed to you.

Canceling Vouchers or Reimbursements

If you receive a tuition voucher, but decide not to use it, you may cancel it by following these procedures:

If you have the original tuition voucher in your possession:

1. Cancel it by signing it on the back in the space provided, and
2. Mail the **original form** to:

   NYS & CSEA Partnership, Corporate Plaza East, 240 Washington Avenue Extension, Albany, NY 12203

You will be notified that the tuition voucher has been canceled.

If you do not have the original tuition voucher in your possession, please call (800) 253-4332 and request a "Change Request Form". You will be given specific instructions about how to cancel the tuition voucher.

Tuition voucher cancellations can only be granted if no charges were incurred against the original voucher. Cancellations must be requested by March 31, 2019.

If you receive tuition reimbursement approval, but decide not to use it, you may cancel it by contacting the CSEA WORK Institute at (518) 782-4427 or (866) 478-5548.

Tuition assistance cannot be carried over from one program year to the next.

Changing Courses and/or Schools

If you want to use your tuition assistance for a course **OR** at a school other than the one specified on it, you must cancel it (see *Canceling Vouchers or Reimbursements*) and then reapply by March 31, 2019 (see *Applying for Assistance*).

Dropping Your Course

If you register for a course but withdraw within the school's 100% refund period (if one is available), CSEA will not be required to pay for your participation in the course. Information regarding the availability, dates, and time periods for a 100% refund as well as information on a school's drop procedures can be obtained by contacting the school directly.

Additional Questions

Call the CSEA WORK Institute at (518) 782-4427 or (866) 478-5548 if you have questions.

Other Financial Aid

You may be eligible for state or federal student financial aid if you are enrolled in a college degree or certification program. The following resources may also be of interest to you:

Aid for Part-Time Study

The Aid for Part-Time Study (APTS) Program provides grant assistance for eligible part-time students enrolled in approved undergraduate studies. Awards provide up to $2,000 per year for part-time undergraduate study at participating institutions in New York State. You must be matriculated in an approved program of study, enrolled in 3 to 11 credit hours, and meet eligibility requirements. Contact your school's financial aid office or visit **www.hesc.ny.gov** for more information.

Excelsior Scholarship

The Excelsior Scholarship, in combination with other student financial aid programs, allows students to attend a SUNY or CUNY college tuition-free. Visit **www.hesc.ny.gov** for more information.

Federal Pell Grant Program

Federal Pell Grants are awarded to undergraduate students who have not yet earned a bachelor's or professional degree. PELL Grants are based on financial need as demonstrated on the *Free Application for Federal Student Aid (FAFSA)*. FAFSA applications are available either in college financial aid offices or online at **www.fafsa.ed.gov**.

Federal Tax Benefits for Education

If you, your spouse, or a dependent are taking college courses or other post-secondary training, you may benefit from the American Opportunity Credit or the Lifetime Learning Credit. These programs are federal tax credits to help offset the costs of higher education. Visit **www.irs.gov** for more information on federal tax credits.

NYS Claim for College Tuition Credit or Itemized Deduction

The college tuition credit is a tax credit allowed for the qualified college tuition expenses paid for an eligible student. The credit is available to full-year New York State residents only. The college tuition itemized deduction may offer you a greater tax savings if you itemized your deductions on your federal return. See publication IT-272 at **www.tax.ny.gov** for more information.

The AFSCME Free College Benefit

AFSCME has partnered with Eastern Gateway Community College to offer the AFSCME Free College Benefit program so you and your family members can earn an associate degree for free. The AFSCME Free College Benefit combines PELL grants and employer tuition assistance with AFSCME's "last dollar scholarship." Together, these funds cover your full tuition amount for participating online degree programs at Eastern Gateway Community College. For more information about this program, visit **www.FreeCollege.AFSCME.org.**

Tuition Assistance Program (TAP)

The New York State Tuition Assistance Program (TAP) helps eligible New York residents pay tuition at approved schools in New York State. Depending on the academic year in which you begin study, an annual TAP award can be up to $5,165. Because TAP is a grant, it does not have to be paid back. Contact your school's financial aid office or visit **www.hesc.ny.gov** for more information.

Taxes

CSEA/VOICE Tuition Assistance is taxable and you will be sent a 1099 form to file with your income taxes.

Additional Education Resources

Education Guides: A Resource for Employees

This is a series of handouts on topics that are useful for educational planning and career management. Single copies of each can be downloaded from the Catalogs, Applications, and Publications page at **www.nyscseapartnership.org**.

Guide 1:	Returning to Learning
Guide 2:	Non-Traditional Approaches to Further Education
Guide 3:	Credit-by-Examination
Guide 4:	Tax Credits for Education
Guide 5:	Scholarships
Guide 6:	Informational Interviewing
Guide 7:	Networking

Support Services for Students with Disabilities

Many colleges offer assistance to students who have a physical or learning disability. If you have a disability and are interested in taking courses, call the school as soon as possible so services can be arranged.

Participating Schools

On pages 6 through 14, you will find regional lists of schools that participate in the Tuition Voucher Program. The school name, contact person, and school code (required on the application form) are included for each participating school. These schools have agreed to accept vouchers in lieu of payment from students and will bill CSEA directly for course tuition.

LONG ISLAND REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit
Farmingdale State College	**Code 647** Maria Orellana (631) 420-2560
Nassau CC	**Code 497** Office of Lifelong Learning (516) 572-7472
Suffolk CCC (Ammerman)	**Code 599** Admissions (631) 451-4000
Suffolk CCC (Eastern)	**Code 596** Admissions (631) 548-2512
Suffolk CCC (Grant)	**Code 593** Admissions (631) 851-6719
SUNY at Stony Brook	**Code 680** Office of Student Accounts (631) 632-2455
SUNY College at Old Westbury	**Code 662** Lena Farrugia (516) 876-3446

If you are applying for assistance for a school or location that does not accept tuition vouchers or if you have already paid for your course and prefer to be reimbursed directly, use the Tuition Reimbursement Application.

METROPOLITAN REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit
Borough of Manhattan CC	**Code 453** Peter Roberts (212) 220-8000 ext. 5192
CCNY Center for Worker Education	**Code 308** Admissions (212) 925-6625 ext. 241
CUNY John Jay College	**Code 314** Gerald Garvey/ Erica Pabon (212) 237-8473
CUNY Lehman College	**Code 321** Junelle Hill (718) 960-8242
CUNY Queens College	**Code 332** JSM Center for Worker Education (718) 997-3060
CUNY School of Professional Studies	**Code 334** Thomas Jennings (646) 664-8501
Hostos CC	**Code 402** Xiomarra Dumancela (718) 518-4358
LaGuardia CC	**Code 437** Admissions (718) 482-7206
Medgar Evers College	**Code 471** Dilaila Inirio (718) 270-6091
New York City College of Technology	**Code 329** Nadia Kennedy (718) 260-5780
Queensborough CC	**Code 545** Registrar's Office (718) 631-6212
The College of Staten Island	**Code 338** Suzy Shepardson (718) 982-2281
York College	**Code 342** William Perkins (718) 262-2175

If you are applying for assistance for a school or location that does not accept tuition vouchers or if you have already paid for your course and prefer to be reimbursed directly, use the Tuition Reimbursement Application.

SOUTHERN REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit
Dutchess CC	Code 353 Dr. Holly Molella (845) 431-8953
Marist College	Code 458 Office of Undergraduate Admissions (845) 575-3226
Nyack College	Code 528 Admissions Office (800) 876-9225
Orange County CC	Code 533 Robin Knosp (845) 341-4947
Purchase College/SUNY	Code 677 Office of the Registrar (914) 251-6361
Rockland CC	Code 554 Jerry Vitale (845) 574-4390
Sullivan County CC	Code 602 Dr. Keith Pomakoy (845) 434-5750 ext. 4270
SUNY New Paltz	Code 660 Shala Mills (845) 257-3550
Ulster County CC	Code 689 Melanie Quick (845) 687-5099
Westchester CC	Code 701 Peter Lillo (914) 606-6571

If you are applying for assistance for a school or location that does not accept tuition vouchers or if you have already paid for your course and prefer to be reimbursed directly, use the Tuition Reimbursement Application.

CAPITAL REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit
Clinton CC	Code 275 Admissions (518) 562-4170
Columbia-Greene CC	Code 284 Gail Shader (518) 828-4181 ext. 3361
Fulton-Montgomery CC	Code 377 Admissions (518) 736-3622 ext. 8301
Hudson Valley CC	Code 404 Richard E. Bennett III (518) 629-7338
Mildred Elley	Code 480 Admissions (518) 786-0855
North Country CC	Code 527 Michelle St. Louis (518) 891-2915 ext. 1278
Sage College of Albany/Graduate School	Code 557 Kim Higgins (518) 244-2342
Schenectady County CC	Code 560 Registrar (518) 381-1348
Siena College	Code 563 School of Liberal Arts (518) 783-2325
SUNY Adirondack	Code 104 Sarah Jane Linehan (518) 743-2264
SUNY Cobleskill	Code 632 Sarah Ledermann (518) 255-5516
SUNY Plattsburgh	Code 671 Student Accounts (518) 564-3120
University at Albany	Code 605 Office of General Studies and Summer Sessions (518) 442-5140

If you are applying for assistance for a school or location that does not accept tuition vouchers or if you have already paid for your course and prefer to be reimbursed directly, use the Tuition Reimbursement Application.

CENTRAL REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit
Binghamton University	**Code 611** LuAnne Dirico (607) 777-6950
Broome CC	**Code 242** Marty Guzzi (607) 778-5527
Cayuga CC	**Code 263** Student Development (315) 255-1743 ext. 2230
Cazenovia College	**Code 261** Sherri Benedict (315) 655-7288
Columbia College	**Code 280** Admissions (315) 455-0690
Herkimer County CC	**Code 386** John Lasher (315) 866-0300 ext. 8580
Jefferson CC	**Code 428** Thomas Finch (315) 786-2235
Mohawk Valley CC	**Code 482** Rachel Libby (315) 792-5579
Morrisville State College	**Code 656** Admissions (315) 684-6086
Onondaga CC	**Code 530** Christopher Hockey (315) 498-2579
SUNY College of Technology at Canton	**Code 626** Student Service Center (315) 386-7616
SUNY Cortland	**Code 635** Jeff Denmon (607) 753-2313
SUNY Delhi	**Code 638** Cindy Healey (607) 746-4627
SUNY Oneonta	**Code 665** Continuing Education Office (607) 436-2548
SUNY Oswego	**Code 668** Joyce Jaskula (315) 312-3626
SUNY Polytechnic Institute	**Code 683** Gina Liscio (315) 792-7500

CENTRAL REGION PARTICIPATING PROVIDER CODES (CONTINUED)

School Name	Undergraduate Credit
SUNY Potsdam	**Code 674** Sheila Scott (315) 267-2096
Tompkins-Cortland CC	**Code 686** Enrollment Services (607) 844-6580

If you are applying for assistance for a school or location that does not accept tuition vouchers or if you have already paid for your course and prefer to be reimbursed directly, use the Tuition Reimbursement Application.

WESTERN REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit
Alfred State College	**Code 608** Wendy Dresser-Recktenwald (607) 587-4015
Buffalo State College	**Code 620** Dr. Margaret Shaw-Burnett (716) 878-5907
Cornell University ILR (Buffalo)	**Code 290** Art Wheaton (716) 852-1444 ext. 116
Corning CC	**Code 296** Educational Planning Center (607) 962-9875
Erie CC (All Campuses)	**Code 368** Brittni (Brown) Benson (716) 851-1505
Finger Lakes CC	**Code 287** One Stop Center (585) 785-1000
Genesee CC	**Code 380** Sandra Hofert (585) 343-0055 ext. 6508
Hilbert College	**Code 394** David Rhodes (716) 649-7900 ext. 330
Jamestown CC Cattaraugus Campus	**Code 425** Lori Jordan (716) 376-7525
Jamestown CC North County Center	**Code 422** Elizabeth Booth (716) 363-6500
Monroe CC	**Code 488** Marianne Dorsey (585) 292-2154
Niagara County Community College	**Code 515** Admissions Office (716) 614-6200
SUNY Geneseo	**Code 653** Sandra Argentieri (585) 245-5621
The College at Brockport/SUNY	**Code 614** Karen Schuhle-Williams (585) 395-5720
The State University of New York at Fredonia	**Code 650** Eric Skowronski (716) 673-3177

WESTERN REGION PARTICIPATING PROVIDER CODES (CONTINUED)

School Name	Undergraduate Credit
Trocaire College	**Code 688** Terry Horner (716) 826-1200 ext. 2485
University at Buffalo	**Code 623** Office of Student Accounts (716) 645-1800

If you are applying for assistance for a school or location that does not accept tuition vouchers or if you have already paid for your course and prefer to be reimbursed directly, use the Tuition Reimbursement Application.

NON-TRADITIONAL AND STATEWIDE PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit
Eastern Gateway Community College	**Code 354** Student Resource Center (888) 509-9009
Excelsior College	**Code 547** Partnership Admissions Team (844) 943-9296
SUNY Empire State College	**Code ESC** Student Information Center (800) 847-3000

If you are applying for assistance for a school or location that does not accept tuition vouchers or if you have already paid for your course and prefer to be reimbursed directly, use the Tuition Reimbursement Application.

CSEA/VOICE
TUITION REIMBURSEMENT APPLICATION
FOR PROGRAM YEAR 2018-2019

FOR CREDIT BEARING COURSEWORK ONLY

Complete this form and mail it to the CSEA WORK Institute, 1 Lear Jet Lane, Suite 5, Latham, NY 12110. Call the CSEA WORK Institute at (518) 782-4427 or (866) 478-5548 (areas outside the Capital Region) if you have questions about any of the information requested. **You may apply for FOUR tuition vouchers or reimbursements between April 1, 2018 and March 31, 2019. A separate application form must be completed for each tuition voucher or reimbursement requested. All applications must be received (not postmarked) by March 31, 2019.**

You are eligible if you are a NYS Registered Family or Licensed Group Family Childcare Provider outside of New York City.

CSEA ID Number: `1` `2` `3` ☐ ☐ ☐ ☐ ☐ ☐

Social Security Number: ☐ ☐ ☐ - ☐ ☐ - ☐ ☐ ☐ ☐

Daycare Registration/License Number: _____

Name: _____

Mailing Address: _____

City: _____   State: _____   Zip code _____

Daytime Phone: (___)_____Ext._____

Email address: _____

TUITION REIMBURSEMENT School Name: _____

Course Number and Title_____
                                                    DO NOT LEAVE BLANK!

Please check the appropriate box below to identify which program you intend to pursue.

AA Early Care Education ☐   BA Early Care Education ☐   CDA Credential ☐   Number of credits _____

What is the start date of the course? _____   What is the end date of the course? _____

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 to CSEA final grades and other data regarding my participation.

Signature: _____   Date:_____

CSEA/VOICE
TUITION VOUCHER APPLICATION
FOR PROGRAM YEAR 2018-2019

FOR CREDIT BEARING COURSEWORK ONLY

Complete this form and mail it to the CSEA WORK Institute, 1 Lear Jet Lane, Suite 5, Latham, NY 12110. Call the CSEA WORK Institute at (518) 782-4427 or (866) 478-5548 (areas outside the Capital Region) if you have questions about any of the information requested. **You may apply for FOUR tuition vouchers or reimbursements between April 1, 2018 and March 31, 2019. A separate application form must be completed for each tuition voucher or reimbursement requested. All applications must be received (not postmarked) by March 31, 2019.**

You are eligible if you are a NYS Registered Family or Licensed Group Family Childcare Provider outside of New York City.

CSEA ID Number: | 1 | 2 | 3 | | | | | | | |

Social Security Number: | | | | - | | | - | | | | |

Daycare Registration/License Number: _____

Name:_____

Mailing Address:_____

City:_____   State:_____   Zip code_____

Daytime Phone: (   )_____Ext._____

Email address: _____

School Code: ☐ ☐ ☐   School Name: _____

(Fill in the three-digit code for the school you have selected from the Tuition Assistance Program catalog and include the school's name on the line provided. If you applying for reimbursement at a school or location that does not accept CSEA vouchers or if you have already paid for the your course and prefer to be reimbursed directly, please fill out the Tuition Reimbursement Application Form.)

Course Number and Title_____
DO NOT LEAVE BLANK!

Please check the appropriate box below to identify which program you intend to pursue.

AA Early Care Education ☐   BA Early Care Education ☐   CDA Credential ☐   Number of credits _____

What is the start date of the course? _____   What is the end date of the course? _____

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 to CSEA final grades and other data regarding my participation.

Signature: _____   Date:_____