



**VOICE/CSEA
Tuition Assistance
Program for Child
Care Providers
2016-2017**



Applications accepted from April 1, 2016 to March 31, 2017





Purpose

The CSEA/VOICE Tuition Assistance Program provides educational assistance 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 4 through 12 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, 2016 and March 31, 2017. Only coursework required toward a Childcare Development Associate (CDA) credential or Early Care Education Associate's or Bachelor's degree is 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 4 through 12.

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.

Tuition Coverage Limits

The 2016-2017 Tuition Assistance Program provides you with four tuition vouchers **OR** tuition reimbursements per program year.

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

- **ONE** credit-bearing course, up to a maximum of four credits at the resident tuition per credit rate, not to exceed \$275 per credit.

Two 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 expenses, other than tuition, are 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, 2017 and applications must be RECEIVED (not postmarked) by March 31, 2017.



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 4 through 12 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.

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 approval application 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 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 the procedures outlined below.

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, 2017.

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 (areas outside the Capital Region).

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, 2017 (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 (areas outside the Capital Region) 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:

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.

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.

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. Go to www.irs.gov for more information on federal tax credits.

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 4 through 12, 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 Dean John M. Holloway (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 Judy Lorell (718) 518-4354
LaGuardia CC	Code 437 Admissions (718) 482-7206
Medgar Evers College	Code 471 Hermione Borges (718) 270-6084
New York City College of Technology	Code 329 Robert Cermele/ Andrew Douglas (718) 260-5009/(718)260-4966
Queensborough CC	Code 545 Registrar's Office (718) 631-6212
The College of Staten Island	Code 338 Paulette Brower-Garrett (718) 982-2082
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.

CAPITAL REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit
Dutchess CC	Code 353 Dr. Kristel Pfeil Kemmerer (845) 431-8952
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 School of Liberal Studies & Continuing Education (914) 251-6500
Rockland CC	Code 554 Jerry Vitale (845) 574-4390
Sullivan County CC	Code 602 Dr. Robert Schultz (845) 434-5750 ext. 4270
SUNY New Paltz	Code 660 Helise Winters (845) 257-2894
Ulster County CC	Code 689 Melanie Quick (845) 687-5106
Westchester CC	Code 701 Donna Levy (914) 606-6598

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
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 Margaret Grippin (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 (CONTINUED)

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 (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 Sheila A. Mevec (315) 498-2350
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 Nancy Hughes (607) 746-4570
SUNY Oneonta	Code 665 Continuing Education Office (607) 436-2548
SUNY Oswego	Code 668 Donna Chillemi (315) 312-2230
SUNY Polytechnic Institute	Code 683 Gina Liscio (315) 792-7500

CENTRAL REGION PARTICIPATING PROVIDER CODES

School Name	Undergraduate Credit
SUNY Potsdam	Code 674 Sheila Scott (315) 267-2096
Tompkins-Cortland CC	Code 686 Enrollment Services (607) 844-6580
Utica School of Commerce	Code 699 Admissions (315) 733-2300

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 (CONTINUED)

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 Enrollment Advisement Center (607) 962-9875
Erie CC (All Campuses)	Code 368 Brittini Brown (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 Peter Burns (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

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
Excelsior College	Excelsior College accepts vouchers for most of their fees using school code 547 . Excelsior College does not accept vouchers for their credit-bearing courses. Admissions Office (888) 647-2388 ext. 2.
SUNY Empire State College (ESC) Center for Distance Learning	Code ESC Jean Parker (800) 847-3000 ext. 2300
SUNY Empire State College Regional Centers	Code ESC Long Island Samantha James (516) 876-4861 Metropolitan Carl Burkart (212) 647-7800 ext. 1203 Hudson Valley Gary Lacy (914) 948-6206 Northeast Joshua Martin (518) 783-6203 ext. 5953 Central Patti Pierce/Khimberle Guy (315) 472-5730 ext. 3161/3152 Genesee Valley Audrey Lynch (585) 224-3200 ext. 3210 Niagara Jane Cudmore (716) 686-7800 ext. 3836 Van Arsdale Leetoya Young (646) 230-1475

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 2016-2017**

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 vouchers or reimbursements between April 1, 2016 and March 31, 2017. A separate application form must be completed for each tuition voucher or reimbursement requested. All applications must be received (not postmarked) by March 31, 2017.**

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							
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Social Security Number:

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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 2016-2017



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, 2016 and March 31, 2017. A separate application form must be completed for each tuition voucher or reimbursement requested. All applications must be received (not postmarked) by March 31, 2017.**

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								
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Social Security Number:

			-			-				
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Daycare Registration/License Number: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Daytime Phone: () _____ Ext. _____

Email address: _____

School Code:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 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 are applying for reimbursement at a school or location that does not accept CSEA vouchers or if you have already paid for 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: _____



