

2023 – 2024

Applications accepted from
April 1, 2023-March 31, 2024

TUITION ASSISTANCE PROGRAM

For CSEA/VOICE Tuition Assistance Program for
Child Care Providers



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, 2023, and March 31, 2024. Only coursework required toward a Childcare Development Associate (CDA) credential or Early Care Education associate 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 place 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 2023-2024 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 \$305 per credit. (Please note: a **voucher** for an undergraduate course at a private school participating provider will cover the full tuition for the course.)

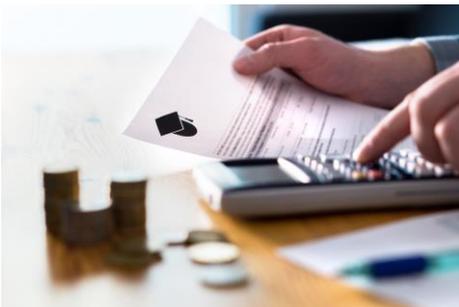
Tuition vouchers **OR** tuition reimbursements can be combined and used for one credit-bearing course that is more than four credits.

Applying for Assistance

Application forms are located 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, 2024, and applications must be RECEIVED (not postmarked) by March 31, 2024.

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, Option 1, 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, 2024.

If you receive a 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, 2024 (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, graduate, 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.studentaid.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 is another option if you itemized your deductions on your federal return. See publication IT-272 at www.tax.ny.gov for more information.

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 \$5,665. 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
- Guide 8: Financing Your Education

Support Services for Students with Disabilities

Many colleges assist 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's 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 place 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-U
Nassau CC	Code 497-U
Suffolk CCC (Ammerman)	Code 599-U
Suffolk CCC (Eastern)	Code 596-U
Suffolk CCC (Grant)	Code 593-U
SUNY at Stony Brook	Code 680-UG
SUNY College at Old Westbury	Code 662-UNG

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-U
CCNY Center for Worker Education	Code 308-UG
CUNY John Jay College	Code 314-UG
CUNY Lehman College	Code 321-UG
CUNY Queens College	Code 332-UG
CUNY School of Labor & Urban Studies	Code 333-UG
CUNY School of Professional Studies	Code 334-UNG
Hostos CC	Code 402-U
LaGuardia CC	Code 437-U
Medgar Evers College	Code 471-U
New York City College of Technology	Code 329-UN
Queensborough CC	Code 545-U
The College of Staten Island	Code 338-UG
York College	Code 342-U

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-U
Marist College	Code 458-UNG
Nyack College	Code 528-UG
Orange County CC	Code 533-UN
Purchase College/SUNY	Code 677-UN
Rockland CC	Code 554-UN
Sullivan County CC	Code 602-UN
SUNY New Paltz	Code 660-UG
Ulster County CC	Code 689-UN
Westchester CC	Code 701-UN

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-UN
Columbia-Greene CC	Code 284-U
Fulton-Montgomery CC	Code 377-UN
Hudson Valley CC	Code 404-U
Mildred Elley	Code 480-UN
North Country CC	Code 527-U
Schenectady County CC	Code 560-UN
Siena College	Code 563-U
SUNY Adirondack	Code 104-UN
SUNY Cobleskill	Code 632-U
SUNY Plattsburgh	Code 671-UG
University at Albany	Code 605-UG

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-UG
Broome CC	Code 242-UN
Cayuga CC	Code 263-UN
Herkimer County CC	Code 386-U
Jefferson CC	Code 428-U
Mohawk Valley CC	Code 482-UN
Onondaga CC	Code 530-U
SUNY College of Technology at Canton	Code 626-UN
SUNY Cortland	Code 635-UG
SUNY Morrisville	Code 656-U
SUNY Delhi	Code 638-UNG
SUNY Oneonta	Code 665-UG
SUNY Oswego	Code 668-UG
SUNY Polytechnic Institute	Code 683-UG
SUNY Potsdam	Code 674-UG
Tompkins-Cortland CC	Code 686-UN

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-U
Buffalo State College	Code 620-UNG
Corning CC	Code 296-UN
Erie CC (All Campuses)	Code 368-U
Finger Lakes CC	Code 287-UN
Genesee CC	Code 380-UN
Hilbert College	Code 394-UG
Jamestown CC	Code 422-UN
Monroe CC	Code 488-UN
Niagara County Community College	Code 515-UN
SUNY Geneseo	Code 653-UG
The College at Brockport/SUNY	Code 614-UG
The State University of New York at Fredonia	Code 650-UG
Trocaire College	Code 688-UN
University at Buffalo	Code 623-UG

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
Central State University	Code 725-U
Eastern Gateway Community College	Code 354-U
Excelsior University	Code- 547-UG
SUNY Empire State College	Code ESC-UG
William Woods University	Code 727-UG

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 2023-2024**

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. A separate application form must be completed for each tuition voucher or reimbursement requested. All applications must be received (not postmarked) by March 31, 2024.**

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 2023-2024**



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. A separate application form must be completed for each tuition voucher or reimbursement requested. All applications must be received (not postmarked) by March 31, 2024.**

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CSEA ID Number:

1	2	3							
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Daycare Registration/License Number: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code _____

Daytime Phone: () _____ Ext. _____

Email address: _____

School Code:

			-			
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 School Name: _____

(Fill in the 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: _____

