

2024 to 2025

Applications accepted
April 1, 2024 to March 31, 2025



TUITION ASSISTANCE PROGRAM

CSEA/VOICE for Childcare Providers



Applications for this program year will be accepted until March 31, 2025.

Applications must be signed and RECEIVED (not postmarked) by the CSEA WORK Institute no later than March 31, 2025

Applications received after the March 31st deadline will not be approved.

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.

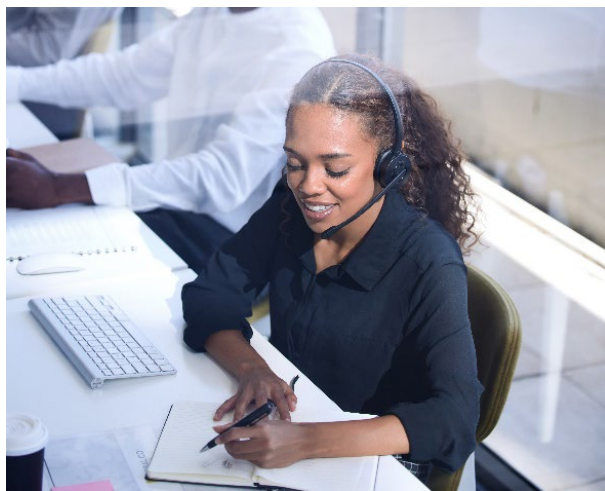
Tuition Reimbursement – Authorized repayment of tuition to students upon successful completion of coursework at accredited schools.

The NYS & CSEA Partnership for Education and Training (Partnership) administers the program.

ELIGIBILITY

You are eligible if you are a NYS Registered Family or Licensed Group Family childcare provider outside 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. **You may contact a Partnership advisor for help using your tuition**

benefits. Call (800) 253-4332 Option 1 or email advisors@nyscsepartnership.org.

When completing a tuition assistance application, please refer to the provider directory in this catalog for the school code and types of courses (undergraduate credit) for which assistance type may be used.

COURSE CRITERIA

Eligible courses must be in session sometime between **April 1, 2024, and March 31, 2025**. Only coursework required toward a Childcare Development Associate (CDA) credential, Early Care Education associate, or bachelor's degree are eligible.

TYPES OF BENEFITS

TUITION VOUCHERS

Schools participating in the Tuition Voucher Program have agreed to accept vouchers in place of student payment 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 in this catalog.

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

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

- 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 participating private school provider will cover the full tuition for the course.

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

APPLYING FOR ASSISTANCE

Application forms are located at: <https://voiccecsea.org/training/> or in the back of this catalog. **You must use four separate applications to apply for four tuition vouchers or reimbursements.** Applications for this program year will be accepted until **March 31, 2025**, and applications must be RECEIVED (not postmarked) by this date.

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 as outlined 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 completing your course (exceptions may apply if courses are more than one year long).

All applications must be signed and either emailed, faxed, or mailed to:

Email: profdev@cseainc.org

Fax: 518-782-4429

Mail: 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 permit 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. Tuition reimbursement 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, 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 specified one, you must cancel it (see Canceling Vouchers or Reimbursements) and reapply by **March 31, 2025** (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 and 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 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 without a bachelor's, graduate, or professional degree. PELL Grants are based on financial need, as demonstrated by the Free Application for Federal Student Aid (FAFSA). FAFSA applications are available 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 higher education costs. 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 qualified college tuition expenses paid for by 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 itemize 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 you begin studying, 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.

MORE EDUCATION RESOURCES

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 to arrange services.



PARTICIPATING PROVIDERS

The following list of providers participate in the Tuition Assistance Program. The school's name and 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.

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

SCHOOL CODES

The school code begins with a three-digit number followed by one or more letters—U, N, and G. Each letter represents a credit type, as outlined below.

UNDERGRADUATE (U)

Undergraduate schools accept vouchers for **undergraduate credit** courses. Undergraduate credit courses are offered at community colleges and universities, where college credit is awarded upon course completion. Students taking undergraduate credit courses typically have a high school diploma or high school equivalency and often take courses to obtain an associate or bachelor's degree.

**CSEA LONG ISLAND
REGION 1**

Farmingdale State College
Code 647-U

Nassau Community College
Code 497-U

Suffolk County Community
College (Ammerman) Code
599-U

Suffolk County Community
College (Eastern)
Code 596-U

Suffolk County Community
College (Grant)
Code 593-U

SUNY at Stony Brook
Code 680-UG

SUNY College at Old
Westbury
Code 662-UNG

**CSEA
METROPOLITAN
REGION 2**

Borough of Manhattan
Community College
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-U

Hostos Community College
Code 402-U

LaGuardia Community
College
Code 437-U

Medgar Evers College
Code 471-U

New York City College of
Technology
Code 329-UN

Queensborough Community
College
Code 545-U

The College of Staten Island
Code 338-UG

York College
Code 342-U

**CSEA SOUTHERN
REGION 3**

Dutchess Community College
Code 353-U

Orange County Community
College
Code 533-UN

Purchase College/SUNY
Code 677-UN

Rockland Community College
Code 554-UN

Sullivan County Community
College
Code 602-UN

SUNY New Paltz
Code 660-UG

Ulster County Community
College
Code 689-UN

Westchester Community
College
Code 701-UN

**CSEA CAPITAL
REGION 4**

Clinton Community College
Code 275-UN

Columbia-Greene Community
College
Code 284-U

Fulton-Montgomery
Community College
Code 377-UN

Hudson Valley Community
College
Code 404-U

Mildred Elley
Code 480-UN

North Country Community
College
Code 527-U

Schenectady County
Community College
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

CSEA CENTRAL REGION 5

Binghamton University
Code 611-UG

Broome Community College
Code 242-UN

Cayuga Community College
Code 263-UN

Herkimer County Community
College
Code 386-U

Jefferson Community College
Code 428-U

Mohawk Valley Community
College
Code 482-UN

Onondaga Community
College
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
Community College
Code 686-UN

CSEA WESTERN REGION 6

Alfred State College
Code 608-U

Buffalo State College
Code 620-UNG

Cornell
University/ILR(Buffalo)
Code-290-UN

Corning Community College
Code 296-UN

Erie Community College (All
Campuses)
Code 368-U

Finger Lakes Community
College
Code 287-UN

Genesee Community College
Code 380-UN

Hilbert College
Code 394-UG

Jamestown Community
College
Code 422-UN

Monroe Community College
Code 488-U

Niagara County Community
College
Code 515-UN

SUNY Genesee
Code 653-UG

The College at
Brockport/SUNY
Code 614-UG

SUNY Fredonia
Code 650-UG

Trocaire College
Code 688-UN

University at Buffalo
Code 623-UG

NON-TRADITIONAL & STATEWIDE

Central State University
Code 725-U

Excelsior University
Code 547-UG

SUNY Empire State College
Code ESC-UG



**CSEA/VOICE
TUITION VOUCHER APPLICATION
FOR PROGRAM YEAR 2024-2025**



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, 2025.**

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

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 have already paid for your course and prefer to be reimbursed directly, please complete 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 in this application is true and accurate to the best of my knowledge and belief. I hereby authorize the school named above to release the final grades and other data regarding my participation to CSEA.

Signature: _____ Date: _____





**CSEA/VOICE
TUITION VOUCHER APPLICATION
FOR PROGRAM YEAR 2024-2025**



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CSEA ID Number:

1	2	3							
---	---	---	--	--	--	--	--	--	--

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 have already paid for your course and prefer to be reimbursed directly, please complete 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 in this application is true and accurate to the best of my knowledge and belief. I hereby authorize the school named above to release the final grades and other data regarding my participation to CSEA.

Signature: _____ Date: _____





**CSEA/VOICE
TUITION REIMBURSEMENT APPLICATION
FOR PROGRAM YEAR 2024-2025**



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, 2025.**

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 _____

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: _____



TUITION ASSISTANCE PROGRAM

CSEA/VOICE for Child Care Providers

- **Call:** (518) 782-4427 or (866) 478-5548
(areas outside the Capital Region)
- **Email:** profdev@cseainc.org
- **Fax:** 518-782-4429
- **Mail:** CSEA WORK Institute, 1 Lear Jet
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