



Welding

A Targeted Tuition Program for CSEA-represented New York State Operational Services Unit (OSU) and Division of Military and Naval Affairs (DMNA) Employees



April 1, 2016 to December 31, 2016

What is It?

The Targeted Tuition Program for Welding provides tuition assistance to CSEA-represented New York State Operational Services Unit (OSU) and Division of Military and Naval Affairs (DMNA) employees who wish to take welding courses.

Who's Eligible?

CSEA-represented New York State Operational Services Unit (OSU) and Division of Military and Naval Affairs (DMNA) employees receiving a New York State paycheck when applying for this benefit are eligible.

How Many Targeted Tuition Benefits Can I Receive?

You can receive up to two targeted tuition benefits (vouchers **or** reimbursements) during this application period. A single targeted tuition benefit (voucher **or** reimbursement) can cover one non-credit welding course up to \$1,100 **or** one credit-bearing welding course, up to a maximum of four credits at the resident tuition per credit rate, not to exceed \$275 per credit. Two targeted tuition benefits (vouchers **or** tuition reimbursements) can be combined and used for one non-credit welding course that is more than \$1,100 or for one credit-bearing welding course that is more than four credits.

What Is Covered?

Only tuition is covered. Tuition costs in excess of the maximum provided are your responsibility. All fees and expenses, other than tuition, are also your responsibility.

Do I Need Supervisory Approval?

You do not need supervisory approval to apply for these benefits. Supervisory approval is required to attend these courses during work hours without charge to accruals.

Are Other Tuition Benefits Available?

Yes. All CSEA-represented New York State executive branch employees also have two standard tuition benefits available. Unlike the Targeted Tuition Program for Welding, standard tuition benefits do not have to be used specifically for welding courses. For more information about all of the tuition benefits available to you, visit www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm or call (800) 253-4332.

How Does It Work?

The schools listed in this brochure all offer welding courses. These schools also participate in the Partnership's Tuition Benefits Program and have agreed to accept vouchers in lieu of payment from you for course tuition. If you wish to attend a school that is not listed, you may apply for tuition

reimbursement approval. If you are approved for tuition reimbursement, you will have to pay for your course, complete the course, and then provide a receipt and a completion certificate to be reimbursed directly.

How Do I Get Started?

Step 1: Find a welding course you wish to take that is in session sometime between April 1, 2016 and December 31, 2016. We suggest you contact one or more of the participating providers listed in this brochure and request a catalog or course schedule, or check the school’s website to see what welding courses are available.

Step 2: Complete the application form that is provided in this brochure and either mail or fax it to the Partnership. Please submit two separate application forms if you are taking two welding courses or if your welding course exceeds \$1,100 or is more than four credits. **Include a copy of the course description with your application form(s).**

Step 3: Receive your tuition benefit(s).

Step 4: Register for your course(s).

Step 5: If you receive a tuition voucher(s), give the voucher(s) to the school so the school can bill the Partnership directly for your course tuition. If you are approved for tuition reimbursement, pay for the course(s), complete the course(s), and follow the directions provided on the approval form(s) to submit required documentation to be reimbursed directly.

What If I Have More Questions?

If you have questions about the program, contact the Partnership at (518) 486-7814 or (800) 253-4332.

Participating Voucher Schools

These schools have agreed to accept Partnership vouchers in lieu of payment from you. If you do not wish to pay the tuition for your welding course(s) and wait for reimbursement, this is an excellent option.

School Name	Contact Person	School Code	Website
Alfred State College	Wendy Dresser-Recktenwald (607) 587-4015	608	www.alfredstate.edu
BOCES Erie #1	Patricia Riegle (716) 821-7027	137	www.e1b.org/adulted
BOCES Genesee/ Livingston/Steuben/ Wyoming	John Cima (585) 344-7720	158	www.gvboces.org

School Name	Contact Person	School Code	Website
BOCES Orange-Ulster	Mariaanna Meyer/ Lorraine Estevez (845) 781-6715	185	www.ouboces.org
BOCES Oswego	Adult Education Office (315) 963-4256	191	www.citiboces.org
BOCES Southern Westchester	Will Guterman (914) 592-0849	210	www.swboces.org
Broome-Tioga BOCES	Lynette Bryan (607) 763-3616	113	www.btboces.org
Capital Region BOCES	Nancy Jones (518) 862-4707	258	www.capregboces.org
Cattaraugus/Allegany BOCES	Nancy Salvucci (716) 376-8384	265	www.caboces.org
Cayuga CC	Student Development (315) 255-1743 ext. 2230	263	www.cayuga-cc.edu
CUNY New York City College of Technology	Robert Cermele (718) 260-5009	329	www.citytech.cuny.edu
Delaware-Chenango-Madison-Otsego BOCES	Adult & Continuing Education (607) 335-1245	131	www.dcmoboces.com
Dutchess BOCES-ALI	Elizabeth Hayter (845) 483-3640	134	www.dcbooces.org/adults
Eastern Suffolk BOCES	Donna Singer (631) 286-6585	224	www.esboces.org
Erie 2 CC BOCES	Gretchen Varney (716) 549-3126	140	www.e2ccb.org
Greater Southern Tier BOCES	Dena Zoerman (607) 739-7905 ext. 1388	209	www.gstboces.org/adulted
Jamestown CC North County Center	Elizabeth Booth (716) 363-6500	422	www.sunyjcc.edu
Jamestown CC Cattaraugus Campus	Lori Jordan (716) 376-7525	425	www.sunyjcc.edu
Madison-Oneida BOCES	Diane Wendt (315) 793-8696	176	www.moboces.org
Mohawk Valley CC	Rachel Libby (315) 792-5479	482	www.mvcc.edu
Monroe #1 BOCES	Dennis Moore (585) 383-6492	166	www.monroe.edu/communityed.cfm
Monroe 2-Orleans BOCES	Registration Office (585) 349-9100	235	www.monroe2cwd.edu

School Name	Contact Person	School Code	Website
Monroe CC	Marianne Dorsey (585) 292-2154	488	www.monroecc.edu
Morrisville State College	Admissions (315) 684-6086	656	www.morrisville.edu
Nassau BOCES	Cathy Breuer (516) 622-6954	173	www.adultednassau.org
Onondaga-Cortland-Madison BOCES (Liverpool)	Matthew Tarolli (315) 453-4466	179	www.ocmboces.org
Orleans Niagara BOCES	Lori Gill (716) 731-6800 ext. 3007	188	www.onboces.org
Putnam-North Westchester BOCES	Gloria Vazquez (914) 248-2430	200	www.pnwboces.org
Rockland BOCES	Christopher D'Ambrese (845) 348-3500	206	www.rocklandboces.org
St. Lawrence-Lewis BOCES	Office of Adult & Continuing Education (888) 360-7693	216	www.sllboces.org/page/2001
Sullivan County BOCES	Linda Blanton (845) 295-4915	230	www.scboces.org
SUNY College of Technology at Canton	Student Service Center (315) 386-7616	626	www.canton.edu
SUNY Delhi	Nancy Hughes (607) 746-4570	638	www.delhi.edu
Ulster BOCES	Gigi Fusco (845) 331-5050	234	www.ulsterboces.org
Ulster County CC	Aleta Pahl (845) 339-2025	690	http://www.sunyulster.edu/continuing_education
Washington-Saratoga-Warren BOCES	Catherine Goodwin (518) 581-3523	208	www.wswheboces.org
Western Suffolk BOCES	Adult Career & Technical Education (631) 667-6000 ext. 320	227	www.wilsontech.org

Tuition Reimbursement

If you wish to go to a school that does not accept Partnership vouchers, or if you have already paid for your welding course(s), you can apply for tuition reimbursement approval. The school must be recognized as an accredited educational institution or proprietary school. If you receive reimbursement approval, you must follow the directions provided on the approval form(s) to submit the documentation required to be reimbursed directly **after** course completion; this documentation includes a copy of your receipt from the school detailing tuition charges and payments and a copy of your transcript or grade report proving course completion. Reimbursement of tuition will then be mailed to you directly. **You must complete your course(s) in order to receive reimbursement.**





**CSEA-REPRESENTED NEW YORK STATE OPERATIONAL SERVICES UNIT (OSU)
AND DIVISION OF MILITARY AND NAVAL AFFAIRS (DMNA) EMPLOYEES
WELDING TARGETED TUITION PROGRAM APPLICATION FORM**

Complete this form and mail it to the NYS & CSEA Partnership, Corporate Plaza East, Suite 502, 240 Washington Avenue Extension, Albany, NY 12203, or fax to (518) 486-1989 or (518) 473-0056. You must include a copy of the course description with your application form. Call (518) 486-7814 or (800) 253-4332 (areas outside the Capital Region) if you have questions about any of the information requested. Please submit two separate application forms if you are taking more than one welding course, or if your welding course exceeds \$1,100 or is more than four credits. **All applications must be received (not postmarked) by December 31, 2016.**

NYS EMPLID: **N** **OR**

The NYS EMPLID can be found on your paystub. The CSEA ID # can be found on your CSEA membership ID card.

CSEA ID #: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Daytime Phone: () _____ Ext. _____ NYS Agency Name: _____

Email address: _____

School Code: School Name: _____

Fill in the three-digit code for the school you have selected 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 Partnership vouchers or if you have already paid for your course and prefer to be reimbursed directly, use "TRP" as the school code and include the school's name and website address. **Do not send payment/completion documentation at this time.**

Course Name: _____

Course Start Date: _____

Course Cost: _____

YOU MUST INCLUDE A COPY OF THE COURSE DESCRIPTION WITH THIS APPLICATION FORM

All of 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 the Partnership final grades and other course information regarding my participation.

Signature and Date: _____



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