



Microsoft® Office Suite

A Targeted Tuition Pilot Program for CSEA-represented
New York State Executive Branch Employees



January 1, 2015 to March 31, 2015



NYS Governor's Office of
Employee Relations



State of New York



CSEA Local 1000
AFSCME, AFL-CIO

WHAT IS IT?

The Targeted Tuition Program for Microsoft® Office Suite is a pilot program that provides tuition assistance to CSEA-represented New York State Executive Branch employees who wish to take a Microsoft® Office Suite course.

WHO'S ELIGIBLE?

CSEA-represented New York State Executive Branch employees receiving a New York State paycheck when applying for this benefit are eligible.

WHAT COURSES ARE COVERED?

Any course related to Microsoft® Office Suites 2013, 2010, or 2007 or any component within one of those suites including Access®, Excel®, OneNote®, Outlook®, PowerPoint®, Project®, Publisher®, SharePoint®, or Word® are covered. **Courses must start sometime between January 1, 2015 and March 31, 2015.**

HOW MANY TARGETED TUITION BENEFITS CAN I RECEIVE?

You can receive one targeted tuition benefit (voucher **or** reimbursement). A single targeted tuition benefit (voucher **or** reimbursement) can cover one non-credit course up to \$1,040 **or** one credit-bearing course, up to a maximum of four credits at the resident tuition per credit rate, not to exceed \$260 per credit.

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.

WILL I GET RELEASE TIME TO TAKE THIS COURSE?

Supervisory approval is required to attend this course 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 Microsoft® Office Suite, standard tuition benefits do not have to be used specifically for Microsoft® Office Suite courses. For more information about all of the tuition benefits available to you, visit www.nyscseapartnership.org/tuitionbenefits.cfm or call (800) 253-4332.

HOW DOES IT WORK?

Tuition Voucher Program

The Partnership contracts with over 150 schools to participate in the Tuition Voucher Program. These schools have agreed to accept vouchers in lieu of payment from you for course tuition. A complete list of participating voucher schools can be found on Pages 3-4 or by visiting our website at www.nyscseapartnership.org/TuitionCatalogs/2014/provider.cfm#1.

Tuition Reimbursement Program

If you wish to go to a school that does not accept Partnership vouchers or if you prefer to be reimbursed for tuition you pay out-of-pocket for a Microsoft® Office Suite course that starts sometime between January 1, 2015 and March 31, 2015, you can apply for tuition reimbursement approval. The school must be recognized as an accredited educational institution or proprietary school or be certified as a Microsoft® Learning Partner. If you receive reimbursement approval, you must follow the directions provided on the approval form 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 in order to receive reimbursement.**

HOW DO I GET STARTED?

Step 1: Find a Microsoft® Office Suite course you wish to take that starts between January 1, 2015 and March 31, 2015. We suggest you contact one or more of the participating providers listed on Pages 3-4 or on our website at www.nyscseapartnership.org/TuitionCatalogs/2014/provider.cfm#1.

Step 2: Complete the application form that is provided in this brochure and mail it or fax it to the Partnership. **Include a copy of the course description with your application form.**

Step 3: Receive your tuition benefit.

Step 4: Register for your course.

Step 5: If you receive a tuition voucher, give the voucher 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, complete the course, and follow the directions provided on the approval form 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.

TUITION VOUCHER PROVIDERS WITH SCHOOL CODES

Long Island Region

103 Access Careers (NC)
173 Nassau BOCES (NC)
224 Eastern Suffolk BOCES (NC)
227 Western Suffolk BOCES (NC)
276 Commercial Driver Training, Inc. (NC)
357 Electrical Training Center, Inc. (NC)
375 Franklin Career Institute (NC)
400 Hofstra University Continuing Education (NC)
406 Hunter Business School (NC)
479 Micropower Computer Institute (NC)
497 Nassau CC (C)
498 Nassau CC (NC)
593 Suffolk CCC (Grant Campus) (C)
596 Suffolk CCC (Eastern) (C)
599 Suffolk CCC (Ammerman) (C)
647 Farmingdale State College (C)
662 SUNY College at Old Westbury (C/NC/G)
680 SUNY at Stony Brook (C/G)
681 SUNY at Stony Brook School of Professional Development (NC)

Metropolitan Region

106 Access Careers
291 Cornell University ILR (NC)
308 CCNY Center for Worker Education (C/NC/G)
314 CUNY John Jay College (C/G)
320 CUNY Lehman College Continuing Education (NC)
321 CUNY Lehman College (C/G)
329 New York City College of Technology-CUNY (C/NC)
331 Queens College Continuing Education/CUNY (NC)
332 CUNY Queens College (C/G)
334 CUNY School of Professional Studies (C/NC/G)
337 The College of Staten Island/CUNY (NC)
338 The College of Staten Island/CUNY (C/G)
341 York College/CUNY (NC)
342 York College/CUNY (C)
375 Franklin Career Institute (NC)
401 Hostos Community College (NC)
402 Eugenio Maria De Hostos CC (C)
434 Kingsborough CC (NC)
436 Laguardia CC (NC)
437 Laguardia CC (C)
452 Borough of Manhattan CC Continuing Education (NC)
453 Borough of Manhattan CC (C)

470 Medgar Evers College (NC)
471 Medgar Evers College (C)
479 Micropower Computer Institute (NC)
545 Queensborough CC (C)
588 SAM Consulting, Inc. (NC)
694 Universal Emergency Care Training (NC)

Southern Region

134 Dutchess BOCES-ALI (NC)
185 Orange-Ulster BOCES (NC)
200 Putnam-Northern Westchester BOCES (NC)
206 Rockland BOCES (NC)
210 BOCES Southern Westchester (NC)
230 Sullivan County BOCES (NC)
234 Ulster BOCES (NC)
276 Commercial Driver Training, Inc. (NC)
352 Dutchess CC (NC)
353 Dutchess CC (C)
458 Marist College (C/NC/G)
528 Nyack College (C/G)
533 Orange County CC (C/NC)
554 Rockland CC (C/NC)
602 Sullivan County CC (C/NC)
659 SUNY New Paltz (NC)
660 SUNY New Paltz (C/G)
677 Purchase College/SUNY (C/NC)
689 Ulster County CC (C)
690 SUNY Ulster Continuing Education (NC)
701 Westchester CC (C/NC)

Capital Region

104 SUNY Adirondack (C/NC)
208 Washington-Saratoga-Warren BOCES (NC)
258 Capital Region BOCES (NC)
272 The CDL School, Inc. (NC)
275 Clinton CC (C/NC)
279 Computer Visions (NC)
283 Columbia-Greene CC (NC)
284 Columbia-Greene CC (C)
363 Empire State English (NC)
377 Fulton-Montgomery CC (C/NC)
403 Hudson Valley CC (NC)
404 Hudson Valley CC (C)
478 Microknowledge, Inc. (NC)
480 Mildred Elley (C/NC)
527 North Country CC (C)
557 Sage College of Albany/Graduate School (C/NC/G)
560 Schenectady County CC (C/NC)
563 Siena College (C)
605 University at Albany (C/G)

- 632 SUNY Cobleskill (C)
- 671 SUNY at Plattsburgh (C/G)
- 672 SUNY at Plattsburgh (NC)
- 693 Union Graduate College (G)
- 705 Wildwood Programs, Inc. (NC)
- 708 CSEA WORK Institute (NC)

Central Region

- 113 Broome-Tioga BOCES (NC)
- 131 Delaware-Chenango-Madison-Otsego BOCES (NC)
- 176 Madison-Oneida BOCES (NC)
- 179 Onondaga-Cortland-Madison BOCES (Liverpool) (NC)
- 191 BOCES Oswego (NC)
- 209 Greater Southern Tier BOCES (NC)
- 216 St. Lawrence-Lewis BOCES (NC)
- 242 Broome CC (C/NC)
- 261 Cazenovia College (C)
- 263 Cayuga CC (C/NC)
- 280 Columbia College (C/G)
- 386 Herkimer County CC (C)
- 428 Jefferson CC (C)
- 482 Mohawk Valley CC (C/NC)
- 529 Onondaga CC (NC)
- 530 Onondaga CC (C)
- 531 Prevention Network/OCCA (NC)
- 611 Binghamton University (C/G)
- 626 SUNY College of Technology at Canton (C/NC)
- 635 SUNY Cortland (C/G)
- 638 SUNY Delhi (C/NC)
- 656 Morrisville State College (C)
- 665 SUNY Oneonta (C/G)
- 668 SUNY Oswego (C/G)
- 674 SUNY Potsdam (C/G)
- 683 SUNY Institute of Technology at Utica (C/G)
- 684 SUNY Oswego Extended Learning (NC)
- 686 Tompkins-Cortland CC (C)
- 699 Utica School of Commerce (C/NC)

Western Region

- 137 BOCES Erie #1 (NC)
- 140 Erie 2 CC BOCES (NC)
- 158 BOCES Genesee/Livingston/Steuben/Wyoming (NC)
- 166 Monroe #1 BOCES (NC)
- 188 Orleans Niagara BOCES (NC)
- 235 Monroe 2-Orleans BOCES (NC)
- 256 Campus Linc Inc. (NC)
- 287 Finger Lakes CC (C/NC)

- 290 Cornell University/ILR (Buffalo) (NC)
- 295 Cornell University ILR (Rochester) (C/NC)
- 296 Corning CC (C)
- 368 Erie CC (All Campuses) (C)
- 380 Genesee CC (C/NC)
- 394 Hilbert College (C/G)
- 422 Jamestown CC North County Center (C/NC)
- 425 Jamestown CC Cattaraugus Campus (C/NC)
- 488 Monroe CC (C/NC)
- 500 National Council on Alcoholism & Drug Dependence (NC)
- 515 Niagara County CC (C/NC)
- 570 Saint Bernard’s School of Theology (G)
- 591 Stenographic Institute of Western NY (NC)
- 608 Alfred State College (C)
- 609 Alfred State College Center for Community Education & Training (NC)
- 614 The College at Brockport/SUNY (C/G)
- 620 Buffalo State College (C/NC/G)
- 623 University at Buffalo (C/G)
- 650 SUNY Fredonia (C/G)
- 653 SUNY Geneseo (C/G)
- 688 Trocaire College (C/NC)

Statewide & Non-Traditional

- 502 New Horizons of Albany–Tech Valley (NC)
- 547 Excelsior College (NC)
- ESC SUNY Empire State College (C/G)

- (NC) **Non-credit courses only**
- (C) **Undergraduate credit courses only**
- (C/NC) **Both undergraduate credit courses and non-credit courses**
- (C/G) **Both undergraduate credit courses and graduate credit courses**
- (C/NC/G) **Undergraduate credit courses, non-credit courses and graduate credit courses**
- (G) **Graduate courses only**



CSEA-REPRESENTED NEW YORK STATE EXECUTIVE BRANCH EMPLOYEES
MICROSOFT® OFFICE SUITE TARGETED TUITION PILOT 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. **All applications must be received (not postmarked) by March 31, 2015 and the course must start between January 1, 2015 and March 31, 2015.**

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 voucher 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 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: _____