



TUITION ASSISTANCE FOR DEGREE PROGRAMS WORKSHOP

Information Packet

1199SEIU League Training and Upgrading Fund (TUF)

This guide is provided as a resource to accompany the information received during your participation in the *Tuition Assistance for Degree Programs Workshop* or Online E-Course.

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Fund Locations and Hours of Operation

Manhattan

330 West 42nd Street, 2nd Floor
New York, NY 10036
(212) 643-9340
Monday – Friday 9:00 am – 5:00 pm

TA and Counseling Hours:

Mon, Tues, Thurs, Fri 9:00 am – 5:00 pm
Wednesday 8:00 am – 7:00 pm

Bronx

2501 Grand Concourse, 3rd Floor
Bronx, NY 10468
(718) 562-3667
Monday – Friday 8:30 am – 5:00 pm

TA and Counseling Hours:

Mon, Tues, Wed, Fri 9:00 am – 5:00 pm
Thursday 9:00 am – 7:00 pm

White Plains

99 Church Street, 4th Floor
White Plains, NY 10601
(800) 437-8409 Hudsonvalley@1199Funds.org
Monday – Friday 8:30 am – 5:00 pm

TA and Counseling Hours:

Mon, Wed, Thurs, Fri 9:00 am – 5:00 pm
Tuesday 9:00 am – 6:30 pm

Albany

155 Washington Avenue
Albany, NY 12210
(517) 434-1301
Monday – Thursday 9:00 am – 5:00 pm
By appointment only

Brooklyn

25 Elm Place, Ground Floor
Brooklyn, NY 11201
(718) 797-2109 / 2149
Monday – Friday 9:00 am – 5:00 pm

TA and Counseling Hours:

Monday 10:00 am – 7:00 pm
Tuesday - Friday 9:00 am – 5:00 pm

Staten Island

790 Port Richmond Avenue
Staten Island, NY 10302
(718) 448-7482
Monday – Thursday 8:00 am – 7:00 pm
Friday 8:00 am – 4:00 pm

TA and Counseling Hours:

Monday – Thursday 8:00 am – 7:00 pm
Friday 8:00 am – 4:00 pm

Long Island

100 Duffy Avenue, 3rd Floor
Hicksville, NY 11801
(516) 229-6775
Monday – Friday 9:00 am – 5:00 pm

TA and Counseling Hours:

Mon, Tues, Wed, Fri 9:00 am – 5:00 pm
Thursday 9:00 am – 7:00 pm
Appointments are recommended

New Jersey

76 South Orange Avenue, Suite #LL04
South Orange, NJ 07079
(973) 275-6340
Monday – Thursday 9:00 am – 7:00 pm
Friday 9:00 am – 5:00 pm
By appointment only

Health Careers Research Tools

What questions should I ask myself to assist me in choosing the right profession for myself?

In the Tuition Assistance for Degree Programs Workshop, you were asked to consider a few questions when choosing a profession:

- What field of study and career are you interested in pursuing?
- Do you like talking with people?
- Can you talk to someone without being judgmental?
- Do you handle touching wounds well?
- Can you handle dealing with blood and bodily fluids?
- Can you handle standing for up to twelve hours at a time?
- Can you handle lifting and bending?
- Is there upward mobility in the career that you have chosen to pursue?

... and many, many, more questions.

Where can I find more information about alternative professions?

❖ **1199SEIU Training and Upgrading Fund Education and Career Catalog**

<https://www.1199seiubenefits.org/wp-content/uploads/2016/11/TUF-Catalog.pdf>

The catalog provides an overview of the many programs, courses and services available to you, along with information about high-demand healthcare professions and the training required to qualify for jobs in those fields. Reading the Educational and Career Catalog is the first step on the journey toward attaining your educational and professional goals.

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❖ **New York Health Careers**

Information for Current and Future Health Professionals in New York

<http://www.healthcareersinfo.net/>

Information is available on numerous health care professions and the schools that offer programs in those fields. You will also find research on required credentials, salary ranges, salaries, on-the-job experiences, and trends within the industry and job outlook for your chosen profession.

❖ **O*NET Online**

<https://www.onetonline.org/>

This is a broader search tool that covers hundreds of standardized and occupation-specific descriptors on almost 1,000 occupations. The available data will be helpful to you in identifying professions and training to obtain the skills necessary to be competitive in the industry. types of professions. You will be able to browse groups of similar occupations to explore careers, choosing from industry, field of work.

❖ **Career Planning Workshop**

<https://www.1199seiubenefits.org/funds-and-services/training-and-employment/admissions-counseling/workshops/>

Many members come into the Fund with only a vague idea of what type of careers they want to pursue. Some say “Nursing” almost reflexively, as the profession pays differently and allows people to work directly with patients. However, you may wish to explore other professions to find the right match for you.

In this workshop, you will learn about healthcare careers in greater depth and develop an action plan for future career exploration. You’ll complete the Holland’s Self-Directed Search (SDS) career assessment test, which helps identify occupations closely related to your skills, interests and values. If you’re unsure of what you want to study, or you want to learn more about emerging professions, we urge you to take this workshop.

Eligibility Review

During the *Tuition Assistance for Degree Programs Workshop*, you learned about the requirements that you will need to fulfill to be eligible for Tuition Assistance benefits.

Let's review them here.

What is required for me to be eligible for Tuition Assistance benefits?

An eligible Tuition Assistance applicant is:

- An 1199SEIU member; and
- Currently employed at an institution that makes regular contributions to the Fund on your behalf; and
- A Wage Class I or II employee

Wage Class I employees will receive 100% of the Tuition Assistance benefit

Wage Class II employees will receive 60% of the Tuition Assistance benefit

Note that your Wage Class information may be found on your 1199SEIU National Benefit Fund medical insurance card.

To access Tuition Assistance benefits, it is necessary that you meet all eligibility requirements before the start of your semester.

Tuition Voucher Program Quick Reference

When should I apply for a tuition voucher?

Apply in-person at a Fund location as follows:

<u>Semester</u>	<u>Application Intake Period</u>
Fall	August 1 – September 30
Winter and Spring	November 1 – January 31
Summer	May 1 – June 30

When enrolled in semesters that begin after the application intake period, you may apply within 5 business days of registering for your course(s). In this case, please submit proof of the start date of your course(s).

What is the Tuition Voucher benefit?

As you learned in the workshop, the Tuition Voucher benefit may significantly reduce, and in many cases eliminate, your out-of-pocket tuition costs. You may receive vouchers for credit-bearing prerequisite and major courses required for completion of a degree in a Fund-approved program of study at CUNY, select SUNY, Monroe, and select Touro Colleges.*

- Tuition vouchers may cover up to 6 credits per semester (24 credits maximum per calendar year) and Fund-approved fees.
- Tuition vouchers are issued at the resident matriculated student tuition rate. Billable credits and hours are not covered.

Your tuition voucher will cover your required courses in which you earn a grade of C+ or higher for undergraduate study, and B or higher for graduate study.

*Refer to the list of participating tuition voucher colleges.


Tuition voucher payments are made after the deduction PELL, TAP, APTS, SEOG, waivers, scholarships, and all other financial aid; excluding loans and scholarships awarded solely on academic merit. **For academic merit scholarships, you are responsible for submitting proof with your tuition voucher application.**

All Tuition Assistance benefits that participants receive cumulatively over \$5,250 within a tax year are subject to state and federal taxes. Please refer to Tax Fact Sheet for more information. Once your benefit reaches \$5,250, every subsequent reimbursement within that tax year is taxable.

What proofs do I need to submit with my application?

1) ACADEMIC INFORMATION

- A. **Academic coursework and degree progress** – an unofficial or official, updated college transcript or a degree audit/evaluation that includes
- Your full name
 - The name of your college
 - Your major and degree level
 - Courses that you have taken with grades
 - Cumulative GPA of 2.0 or higher
- B. **College-level placement** – You may submit any of the following:
- an updated college transcript, degree audit/evaluation, or examination report indicating that you have passed or are exempt from taking your college's placement examination; or
 - proof that you have met your college's placement requirements by successfully completing assigned introductory or remedial courses; or
 - a copy of a previously earned college degree.
- C. **Program of study** – an unofficial or official, updated college transcript, degree audit/evaluation, enrollment printout, or a letter from your school indicating your major and the degree that you are pursuing.
- D. **Course registration** - an unofficial or official, updated college transcript, degree audit/evaluation, or registration printout indicating:
- Your full name
 - The name of your college
 - The semester for which you are registered
 - The course(s) that you are registered for with codes, titles, and credits



In most cases items 1A-1D may be satisfied by submitting either an updated college transcript or a degree audit/evaluation. Look at your proof to see whether it includes all the information listed above.

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2) FINANCIAL INFORMATION

A. Cost – an itemized college bursar bill that indicates:

- Your full name
- The name of your college
- The semester for which the voucher is being requested
- Tuition charge
- Fees, by name (if applicable)

B. Financial Aid (required for undergraduate programs)

Proof of your successfully processed FAFSA application for the appropriate academic year.

Free Application for Federal Student Aid (FAFSA)

<https://fafsa.ed.gov/>

NYS Excelsior Scholarship Program <https://www.hesc.ny.gov/excelsior/>

This may include any of the following:

- A printout from the FAFSA website confirming that your application was successfully processed; or
- An itemized college bursar bill indicating the receipt of financial aid; or
- A financial aid award letter; or
- A letter from your college's financial aid office or FAFSA indicating that you are not eligible to apply for assistance.



Do your required proofs answer all the following?

- Who do they belong to? – **your name**
- Where did they come from? – **college name**
- What semester do they represent? – **semester and year / term dates**
- What is the tuition voucher being requested to cover? – **course codes, titles, and credits**
- The amount that should be included in the tuition voucher. – **tuition charge and itemized fee charges**

Participating Tuition Voucher Colleges*

City University of New York (CUNY)

- Baruch College
- Borough of Manhattan Community College
- Bronx Community College
- City College of New York
- College of Staten Island
- CUNY Baccalaureate Degree
- CUNY Graduate Center
- CUNY Online Baccalaureate Degree
- CUNY School of Professional Studies
- Hostos Community College
- Hunter College
- John Jay College of Criminal Justice
- Kingsborough Community College
- LaGuardia Community College
- Lehman College
- Medgar Evers College
- New York City College of Technology
- Queens College
- Queensborough Community College
- York College

State University of New York (SUNY)

- Binghamton University
- Buffalo State College
- College at Old Westbury
- Delhi
- Downstate Medical Center
- Dutchess Community College
- Empire State College
- Farmingdale State College
- Hudson Valley Community College
- Morrisville State College
- Nassau Community College
- Orange County Community College
- Purchase College
- Rockland Community College
- Schenectady County Community College
- State University of New York at New Paltz
- Stony Brook University
- Suffolk County Community College
- University at Albany
- Westchester Community College

Monroe College

Touro College and University System

- Lander College of the Arts
- Lander College for men
- Lander College for women
- LAS Queens Evening Program
- New York School of Career and Applied Studies
- The School for Lifelong Education
- Graduate School of Business
- Graduate School of Education and Psychology
- Graduate School of Jewish Studies
- Graduate School of Social Work
- Graduate School of Technology

*Participating colleges are subject to change.

Tuition Reimbursement for Degree Programs Quick Reference

When should I apply for Tuition Reimbursement?

Apply in-person at a Fund location as follows:

<u>Semester</u>	<u>Application Intake Period</u>
Fall	December 1 – January 31
Winter and Spring	May 1 – June 30
Summer	August 1 – September 30
Non-traditional Semesters	Apply within 60-days of course completion

What is the Tuition Reimbursement Benefit?

Eligible applicants may receive tuition reimbursement for credit-bearing courses required for completion of a degree in a Fund-approved program of study at an accredited college or university. You may be reimbursed for courses in which you have earned a grade of C+ or higher for undergraduate programs, and B or higher for graduate study.

- Tuition reimbursement may cover up to 6 credits per semester (24 credits maximum per calendar year) and Fund-approved fees (up to \$135 per semester for private schools).
- Tuition reimbursement is provided at the resident matriculated student tuition rate. Billable credits and hours are not covered.
- Some programs at private schools are reimbursed at rates other than that which is charged by the school.
 - Tuition reimbursement is provided for undergraduate and graduate degrees in the categories of **Business, Finance, Administration and Leadership** at the base, public tuition rate (CUNY/SUNY)
 - Tuition reimbursement is provided for graduate degrees in the categories of **Criminal Justice, Education, Environmental Science and Divinity/Theology** at the base, public tuition rate (CUNY/SUNY). This also applies to certain **Masters of Social Work Programs (MSW)**.

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- For all **graduate degrees** that are not reimbursed at the base public tuition rate, Tuition reimbursement is provided for up to **\$700 per credit**.
- Tuition reimbursement is provided for one dissertation course for the entirety of your doctoral degree program.

What proofs should I submit with my application?

1) Academic

- Academic coursework and degree progress** – an unofficial or official, updated college transcript or a degree audit/evaluation that includes
 - Your full name
 - The name of your college
 - Your major and degree level
 - Courses that you have taken with grades; the course(s) for which you are requesting reimbursement must have a grade of C+ or higher for undergraduate programs, and B or higher for graduate programs.
 - Minimum 2.0 cumulative GPA
- Program of study** – an unofficial or official, updated college transcript, degree audit/evaluation, enrollment printout, or a letter from your school indicating your major and the degree that you are pursuing.
- Course registration** - an unofficial or official, updated college transcript, degree audit/evaluation, or registration printout indicating:
 - Your full name
 - The name of your college
 - The semester for which you are registered
 - The course(s) that you are registered for with codes, titles, and credits
- College-level placement** – You may submit any of the following:
 - an updated college transcript, degree audit/evaluation, or examination report indicating that you have passed or are exempt from taking your college's placement examination; or
 - proof that you have met your college's placement requirements by successfully completing assigned introductory or remedial courses; or
 - a copy of a previously earned college degree.

**Did you
Know?**

In most cases items 1A-1D may be satisfied by submitting either an updated college transcript or a degree audit/evaluation. Look at your proof to see whether it includes all the information listed above.

2) FINANCIAL INFORMATION

A. Cost and Payment – an itemized college bursar bill that indicates:

- Your full name
- The name of your college
- The semester for which the voucher is being requested
- Tuition charge
- Fees, by name (if applicable)
- Payment amount

B. Financial Aid (required for undergraduate programs)

Proof of your successfully processed FAFSA application for the appropriate academic year.

Free Application for Federal Student Aid (FAFSA)

<https://fafsa.ed.gov/>

NYS Excelsior Scholarship Program <https://www.hesc.ny.gov/excelsior/>

This may include any of the following:

- An itemized college bursar bill indicating the receipt of financial aid; or
- A financial aid award letter; or
- A letter from your college's financial aid office or FAFSA indicating that you are not eligible to apply for assistance.

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The proof provided must include your name, college name, the semester, and the financial aid type(s) with the amount received. If the financial aid types are not itemized, the entire amount will be deducted from the reimbursement.

In cases where a scholarship is awarded solely on academic merit, you are responsible for providing proof.



Do your required proofs answer all the following?

- Who do they belong to? – **your name**
- Where did they come from? – **college name**
- What semester do they represent? – **semester and year / term dates**
- What is the tuition voucher being requested to cover? – **course codes, titles, and credits**
- The amount that should be included in the tuition voucher. – **tuition charge, itemized fee charges, payment**

Nursing Accelerated Program

Quick Reference

When should I apply?

Apply during the appropriate Tuition Voucher or Reimbursement application intake period.

What is the Nursing Accelerated benefit?

The Fund provides additional tuition assistance benefits for members currently enrolled in nursing degree programs, and are taking clinical courses. If you are completing prerequisite courses to enter a nursing program, you may apply for one of the Tuition Assistance benefits.

- **Associates Degree in Nursing:** Tuition assistance for up to 9 credits per semester (maximum two courses); maximum 24 credits per calendar year.
 - Associate Degree in Nursing programs are covered under Tuition Assistance at the base public (CUNY or SUNY) undergraduate tuition rate.
 - A minimum cumulative GPA of 3.0 is needed to receive this additional benefit.
- **Bachelors, Masters, and Doctoral Degrees in Nursing:** Tuition assistance for up to twelve (12) credits per semester; maximum 24 credits per calendar year.
 - Bachelors, Masters, and Doctoral Degrees in Nursing programs at private colleges are covered by Tuition Assistance for up to \$700 per credit.
 - Nurse Practitioner, Nurse Educator, and Clinical Nurse Specialist degrees are covered at their respective private college tuition rates.
 - A minimum cumulative GPA of 3.0 is needed to receive the additional benefit for up to twelve (12) credits per semester; 2.75 is needed to receive up to nine (9) credits.
- Up to \$135 reimbursement for Fund-approved fees at private colleges.

What proofs should I submit with my application?

Submit the required proofs for a Tuition Voucher or Reimbursement application.

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Important to note

Nursing programs must be accredited by ACEN (Accreditation Commission for Education in Nursing) or CCNE (Commission on Collegiate Nursing Education)

ACEN Accredited Programs

<http://www.acenursing.us/accreditedprograms/programSearch.htm>

CCNE Accredited Programs

<https://directory.ccnecommunity.org/reports/accprog.asp>

Training and Education Classes and Your Taxes

The Internal Revenue Service (IRS) requires that employees receiving education or training benefits valued at or above \$5,250.00 in a calendar year must pay income tax on the benefits.

In order to be reported as taxable benefits, the training/education classes you receive must be intended to lead you to an advanced job. These rules apply to both employed and unemployed union members. Below are some common questions asked that can help you understand whether this IRS rule applies to you.

How do I know if this applies to me?

- The value of your training/education classes must total or exceed \$5,250.00 in a calendar year. Keep in mind that you may get reimbursed for a fall semester class in the following calendar year. In this case, the amount will be taxable in the year you receive the reimbursement and not the year you took the class.
- You must be enrolled in the training/education classes intended to advance your skills and to lead you to an advanced job. For example, members seeking a two-or four-year degree, license and some certificate programs intended for advancement will be included in this category.
- Costs associated with training/education intended for general use and betterment of your skills at your current job, or to assist you in getting a job at level similar to what you currently have, will not be reported as taxable income.
- The total benefit must be received from one Fund -- for example, if you take classes through TUF valued at \$3,000 and also get training through JSF valued at \$3,000, these benefits will not be reported or taxed by the Funds even though the total exceeds \$5,250.

Will I get notified if my training/education benefits fall into this category?

- Yes, you will receive notification from the Training and Employment Funds reminding you of these rules each year in late December or early January.
- In addition, each January you will receive a W-2 form in the mail. If the value exceeds \$5250 you will file the W-2 as part of your tax return filing. If the form shows a taxable amount of zero, you will not need to file the W-2 with your tax return.

How much will this cost me in taxes?

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- It will depend on your total income and will vary from person to person.
- You will only pay taxes on benefits over \$5,250. For example, if you received \$7,000 in benefits you will be taxed on \$1,750.
- **If you are reimbursed for your training/education from the Fund:**
 - Taxes will be withheld from your reimbursement checks once it is determined you have exceed the \$5,250 benefit level. The Fund will withhold taxes based on your W-4 form – Employee’s Withholding Allowance Certificate – that indicates your federal tax withholding exemptions.
 - You will receive a W-2 form from the Funds in January that must be filed with your annual income tax return if you exceed the \$5250 benefit level and the form shows taxable income
- **If the Fund pays a third party directly for your training/education, such as a college:**
 - You will receive a W-2 form from the Fund in January showing you the value of the training/education you received.
 - The W-2 form must be filed with your annual income tax return if – and only if --the value of your training/education exceeds the \$5250. The amount you owe will depend on your overall income and will be different for each person.
- If you receive reimbursements for tuition and attend classes that TUF pays your school for directly, the value of these two payment methods will be added together to determine if your reportable taxable benefit exceeds \$5,250 in one year – if the classes are from the same Fund.

Frequently Asked Questions

ELIGIBILITY

Q: How do I find my Wage Class?

A: Your wage class is located on your 1199SEIU health insurance card. For more information about how wage class is determined by the 1199SEIU National Benefit Fund, visit

<https://www.1199seiubenefits.org/resource-center/eligibility/wage-and-eligibility-class/>

Q: Will a leave of absence from my job impact my eligibility?

A: Yes, a leave of absence (maternity, disability, FMLA) may impact your ability to access your benefit. Excerpt from the 1199SEIU National Benefit Fund (NBF) Summary Plan Description:

If you stop working for one Contributing Employer and begin working for another Contributing Employer or return to work for a Contributing Employer after an unpaid leave of absence:

- Within 45 days, you will have no break in your coverage;
- After 45 days but within six months, your benefits will start 30 days after you have been working for your new Contributing Employer; or
- After six months, you must meet the same requirements as a new employee.

NOTE: You must let the NBF know that you have changed Employers or returned to work from a leave for your coverage to begin again.

FUND PROGRAMS AND BENEFITS

Q: What programs and services does the Fund offer?

A: For an overview of programs and services visit:

- **Website** - <https://www.1199seiubenefits.org/funds-and-services/training-and-employment/>
- **Education and Career Catalog** - <https://www.1199seiubenefits.org/wp-content/uploads/2016/11/TUF-Catalog.pdf>
- **Facebook page**- [facebook.com/1199SEIUTrainingandUpgradingFund](https://www.facebook.com/1199SEIUTrainingandUpgradingFund)
- **The Immigrant's Guide to Accessing Health Care** <https://www.1199seiubenefits.org/know-your-rights/>

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Q: Who can I contact if I need assistance?

A: Our Counselors are available to assist you with in exploring career opportunities, establishing the steps you'll need to take to accomplish your academic and career goals, and to assist you in identifying programs and services that will best meet your need. They can also help you to understand the strengths and skills that will assist you in overcoming possible challenges. You may contact a Counselor by email at Training@1199Funds.org, or by calling the Counseling Hotline at (212) 284-9210.

TUITION ASSISTANCE (TA) BENEFITS

Q: Are there any programs of study that Tuition Assistance does not cover?

A: The Tuition Assistance benefit covers programs of study that are health care related and/or directly related to your current job title. In some instances, schools and programs may not be covered because of accreditation, retention, or other academic issues.

Q: Can I receive Tuition Assistance while registered as a non-matriculated student?

A: Tuition Assistance benefits are provided only for degree programs in which you are matriculated.

Q: Can I receive Tuition Assistance for more than six credits per semester?

A: **TUF offers tuition assistance** for up to 6 credits per semester; maximum 24 credits per calendar year. Fund-approved fees are covered for participants enrolled in CUNY and SUNY colleges. Tuition assistance is provided at the resident matriculated student rate. For private colleges, Fund-approved fees are covered for up to \$135 per semester. Billable credits and hours are not covered.

- Participants enrolled at SUNY Empire State College may receive up to 8 credits per semester; maximum 24 credits per calendar year.
- Nursing Accelerated for AAS programs offers up to 9 credits per semester (for up to two courses); maximum 24 credits per calendar year. For BSN programs, this benefit is up to 12 credits per semester; maximum 24 credits per calendar year.

Q: Does Tuition Assistance cover the cost of textbooks?

A: TUF does not reimburse textbook costs.

Q: Are my Tuition Assistance benefits taxable?

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A: Yes, TA benefits that you receive cumulatively over \$5,250 within a tax year are subject to state and federal taxes. Please refer to Tax Fact Sheet for more information.

Q: Can I receive reimbursement if I go to a CUNY or SUNY institution?

A: Yes. Please refer to the reimbursement checklist for a list of the documents required for a reimbursement application

Q: Do I have to apply for Tuition Assistance in person?

A: Yes, you must apply for degree reimbursement and tuition vouchers in-person at a Fund location.

TUITION VOUCHERS

Q: What happens if I change or drop my classes after receiving a voucher?

A: Revisions to your voucher may be made only within five business days of making the change. You must bring your revised registration proof and bursar bill. Be mindful that tuition vouchers only cover the course(s) that appear on them.

Q: What happens if I get a grade lower than C+ for undergraduate programs or B for graduate programs?

A: Tuition vouchers cover grades of C or higher for undergraduate programs, and B or higher for graduate programs. If you receive a grade lower than these, including administrative grades (INC, W, WU, ABS, NC), you will be responsible for repaying the paying the outstanding balance to your school or to the Fund.

Q: Do all SUNY and Touro colleges accept the tuition voucher as full payment?

A: No. Tuition vouchers are accepted at Monroe College, all CUNY colleges, and only select SUNY and Touro Colleges. Refer to the list of participating voucher institutions.

Q: Will I receive a tuition voucher for non-resident or non-matriculated student tuition charges?

A: No. Tuition vouchers are provided at the matriculated student resident tuition rate.

TUITION REIMBURSEMENT

Q: Will I be reimbursed for a non-credit course?

A: No, TUF does not reimburse non-credit courses.

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Q: Are courses taken at Touro College reimbursed at the charged tuition rate?

A: Fund-approved courses taken at Touro College are reimbursed at the base CUNY tuition rate. Tuition vouchers are available for degree programs at select Touro Colleges.

Q: Will I be reimbursed for non-resident or non-matriculated student tuition charges?

A: No. Tuition reimbursement is only provided at the matriculated student resident tuition rate.

Q: Will I be reimbursed at the tuition rate being charged by my private college?

A: Tuition reimbursement rates depend on the college, degree level, and program of study being pursued. For more information on reimbursement rates please contact the admissions and counseling hotline at (212)284-9210.

FINANCIAL AID

Q: What types of financial aid will be deducted from my tuition reimbursement or voucher?

A: The Fund provides tuition assistance after the deduction of PELL, TAP, APTS, SEOG, waivers, scholarships, and all other financial aid; excluding loans and scholarships awarded solely on academic merit. For academic merit scholarships, you are responsible for submitting proof with your tuition voucher or reimbursement application.

Q: Am I required to complete a FAFSA application each academic year?

Yes. Undergraduate students are required to submit proof of your application each semester.

Q: Am I required to complete a FAFSA application, even though I have never received financial aid from the federal government?

A: Yes, undergraduate students are required to complete a FAFSA application each academic year. Federal financial aid eligibility can change with your yearly income and tax status.

New York State Excelsior Scholarship

Frequently Asked Questions

Is tuition at New York Colleges free?

In April of 2017, New York State passed the Excelsior Scholarship Program. The new program is available for some New York residents beginning in the Fall 2017 academic semester. The 1199SEIU Training and Employment Funds are providing the information below as a service to members, but please note the rules for the new program are established and controlled by New York State. For assistance, please contact your 1199 Training, Greater New York Education, or Home Care Education Fund counselor at the number below.

What are the eligibility criteria?

- You must attend college full-time, taking 30 credits per academic year. You can take credits during Fall, Spring and Summer, but you must take 30 per year and graduate within two years at community colleges and four years at senior colleges.
- You must attend college full-time, taking 30 credits per academic year. You can take credits during Fall, Spring and Summer, but you must take 30 per year and graduate within two years at community colleges and four years at senior colleges.
- Your family adjusted gross income (as filed on your 2015 return) cannot exceed \$100,000. For 2018-19, the amount increases to \$110,000; in 2019 and thereafter, the maximum family incomes is \$125,000.
- You must maintain a 2.0 Grade Point Average (GPA).
- Transfer students must be on track to complete within 2 years of your start date (at your original college) for community college and 4 years for senior colleges.
- Agree to work and live in New York State after graduation for the same number of years you received the Excelsior scholarship.
- Complete the FAFSA and TAP applications for all other possible financial aid.
- You must have legal residency in New York State one year prior to your application, and you must be a U.S. citizen or legal permanent resident.

If I am not eligible for the Excelsior Scholarship, will I still be eligible for 1199 Education or Training Fund benefits?

Yes, if you were eligible before the inception of this program, nothing has changed. As has always been the case, you must first apply for all financial aid, including the FASFA. You may also be required to apply for the Excelsior Scholarship. The specific rules of your Fund – Home Care Education Fund, Greater New York Education Fund or Training and Upgrading Fund remain in effect.

If I am eligible for the Excelsior Scholarship, how much do I receive?

Tuition costs at SUNY and CUNY are covered, but not expenses for college fees, books, or room and board. Other financial aid awards, such as TAP and Pell, will be deducted from your Excelsior Scholarship.

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If I am eligible, can I use my 1199 education or training benefits for other expenses?

It depends on the rules of your specific Fund, but you may be eligible for the cost of college fees not covered by the Excelsior Scholarship. (Colleges often charge fees for technology and other student activities, which are not covered by the Excelsior Scholarship. In some cases, your 1199SEIU benefits might pay for these fees.)

Are graduate students eligible for the Excelsior Scholarship?

No. Your 1199 benefits may cover your graduate school tuition.

What happens if I get the Excelsior Scholarship but do not stay in New York for the required period after graduation?

Your scholarship will convert to a loan, which you must repay in installments.

How do I apply?

The state's application is not yet ready. However, please see an 1199SEIU Training Fund, Greater New York Education Fund, or Home Care Education Fund counselor for assistance with the scholarship, financial aid and your 1199 tuition benefits.

If I have an Associate degree, can I use the Excelsior Scholarship to obtain a bachelor's degree?

Yes, but the scholarship will only apply to 60 credits. You must be able to transfer in 60 credits to the Bachelor's program.

Are my children eligible for the New York free college program?

Maybe. Your children must meet all the criteria above to be eligible.

New York State Part-Time Scholarship (PTS) Frequently Asked Questions

In April of 2017, New York State passed the New York State Part- Time Scholarships (PTS) Award Program. The new program aims to provide financial support for students enrolled in a SUNY or CUNY community college on a part-time basis. The 1199SEIU Training and Employment Funds are providing the information below as a service to members, but please note the rules for the new program are established and controlled by New York State. For assistance, please contact your 1199 Training Upgrading Fund, Greater New York Education, or Home Care Education Fund counselor at the number below.

What are the eligibility criteria?

- You must attend a SUNY or CUNY community college
- You must attend college part-time, taking **less** than 12 credits per semester
- Complete the FAFSA and TAP applications for all other possible financial aid.
- You must have legal residency in New York State one year prior to your application, and you must be a U.S. citizen or legal permanent resident.
- You must maintain a 2.0 Grade Point Average (GPA).
- Agree to work and live in New York State after graduation for the same number of years you received the Excelsior scholarship.

If I am not eligible for the New York State Part-Time Scholarship (PTS), will I still be eligible for 1199 Education or Training Fund benefits?

Yes, if you were eligible before the inception of this program, nothing has changed. As has always been the case, you must first apply for all financial aid, including the FASFA. You may also be required to apply for the New York State Part-Time Scholarship (PTS). The specific rules of your Fund – Home Care Education Fund, Greater New York Education Fund or Training and Upgrading Fund remain in effect.

If I am eligible for the New York State Part-Time Scholarship (PTS), how much do I receive?

A recipient of a PTS Award will receive an award that covers the cost of six credit hours or \$1,500 per term, whichever is less, at a SUNY or CUNY community college.

If I am eligible, can I use my 1199 education or training benefits for other expenses?

It depends on the rules of your specific Fund, but you may be eligible for the cost of college fees not covered by the New York State Part-Time Scholarship. (Colleges often charge fees for technology and other student activities, which are not covered by the Excelsior Scholarship. In some cases, your 1199SEIU benefits might pay for these fees.)

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Are graduate students eligible for the New York State Part-Time Scholarship?

No. Your 1199 benefits may cover your graduate school tuition.

How do I apply?

Begin your application process at <https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/new-york-state-part-time-scholarship-pts-award-program.html>

Are my children eligible for the New York free college program?

Your children must meet all of the criteria above to be eligible.

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1199SEIU TRAINING AND EMPLOYMENT FUNDS
330 West 42nd Street, 2nd FL • New York, NY 10036-6977 • Mailing Address: P.O. Box 1016 • New York, NY 10108
Tel (212) 643-9340 • Fax (212) 643-9422 • www.1199SEIUBenefits.org

Financial Aid Disclosure Form

This form must be completed by the Bursar, Financial Aid Department, or the Registrar.

STUDENT'S NAME: _____

LAST 4-DIGITS OF STUDENT'S SSN: _____

SEMESTER AND YEAR: _____

SCHOOL: _____

Did the above-named student file a Free Application for Federal Student Aid (FAFSA), for the current school year? _____ (Yes or No)

Indicate the award amount as applied to the above semester. If no award was received, enter zero (0).

- TAP AWARD \$ _____
- PELL AWARD \$ _____
- APTS AWARD \$ _____
- SEOG AWARD \$ _____
- ACADEMIC MERIT SCHOLARSHIP (awarded based solely on academic merit) \$ _____
- NEEDS-BASED SCHOLARSHIP (awarded using financial need as a consideration) \$ _____
- WAIVER \$ _____
- LOAN \$ _____
- OTHER FINANCIAL AID RECEIVED \$ _____

NAME OF VALIDATING OFFICER _____

SIGNATURE OF VALIDATING OFFICER _____ DATE _____

OFFICIAL SCHOOL SEAL