

## University Hospital/LISVH Employee Tuition Information

In order to insure that you have the tuition information you need, please refer to the chart below for program highlights. For specific questions, please contact Shirley Menzies, Human Resources, at 4-4759.

Tuition Program Name	Who Is Eligible?	What Schools Are Covered?	What Is Covered?	Where Do I Get the Forms?	What Is the Deadline?
<b>SUNY Waiver</b>	<b>All State Hospital Employees</b>  (Research Foundation, CPMP, and Resident Physicians are eligible but must process their forms through Human Resources Services, West Campus)	SUNY Schools (Stony Brook, Old Westbury, SUNY Farmingdale, Empire State College, Downstate Medical Center)	A <b>percentage</b> of one course, to a maximum of three credits, each Fall and Spring semesters. Money is pro-rated to part time employees based on percentage of work. <b>The waiver is intended to be used for a second course, or a course not covered by any other program.</b>	Human Resources, 3 Technology Drive, or the wall near the computer center, HSC, L-3, or LISVH-Human Resources  Forms are available as of the Monday after July 4 for the Fall semester, and the Monday after Thanksgiving for the Spring semester.	Deadlines are posted on the cover sheet of waiver form
<b>SUNY Reimbursement</b>	<b>All State Hospital Employees</b>	All non-SUNY Schools, Suffolk Community College, C. W. Post, St. Joseph's, etc.	\$25 per credit to a fiscal year maximum of \$300 based on funds availability within your department.	Shirley Menzies, Human Resources, 3 Technology Drive	Ongoing. Paperwork should be started within the first 2-3 weeks of the semester.
PEF/PSTP  Voucher Program   Voucher Alternative (VALT) Program	All State Hospital Employees represented by PEF	Voucher Program at participating schools   VALT Program for non-participating schools	<u>Voucher Program</u> - up to six \$600 vouchers at participating institutions for eligible courses. <u>VALT Program</u> - per fiscal year (April 1 – March 31) (fiscal years 05-06 and 06-07) \$600 at non-participating schools, workshops and seminars for undergrad courses and up to \$1,200 for grad courses.	Tuition Reimbursement Programs Hotline at (518) 474-6612, or <a href="http://www.goer.state.ny.us/train/services/tuition/pstguidelines0507.html">www.goer.state.ny.us/train/services/tuition/pstguidelines0507.html</a> , or <a href="http://www.PEF.org">www.PEF.org</a> and click on Tuition Reimbursement	<u>Voucher Program</u> – <u>Original</u> form must be postmarked on or before the school add/drop date. <u>VALT Program</u> – no later than 60 days after the commencement of the course AND completion of the course
NYS & CSEA Partnership for Education and Training Tuition Voucher/ Reimbursement Program  (Formerly LEAP Program)	All State Hospital Employees represented by CSEA	Voucher program at participating schools identified by CSEA utilize a voucher program.  Non-participating schools utilize a reimbursement program	<b>Two</b> courses that start between April 1, 2005 and March 31, 2006, based on program guidelines  The program offers three components: <ul style="list-style-type: none"> <li>• Tuition vouchers</li> <li>• Tuition reimbursement</li> <li>• Credit-by-Examination Fee Reimbursement</li> </ul>	Catalogs are sent directly to individuals who used the LEAP program during the past year. For applications and catalog, call CSEA's tuition/training hotline at 1-800-253-4332 (option 2) or access CSEA's web site at: <a href="http://www.nyscseapartnership.org">www.nyscseapartnership.org</a> and click on the Tuition Benefits Catalog	Refer to NYS & CSEA Partnership for Education and Training Tuition Benefits catalog.  Application forms must be <b>RECEIVED</b> at the program office no later than <b>March 31, 2006</b>
Managerial/ Confidential	Managerial/Confidential employees who have six (6) months continuous service prior to beginning coursework.	All Schools	Reimbursement is on the basis of charges for part-time study only for job-related or career-related coursework. 75% of covered tuition is reimbursed, to a fiscal year maximum reimbursement of \$1500.	Shirley Menzies, Human Resources, 3 Technology Drive  Additional information can be obtained at: <a href="http://www.goer.state.ny.us/mc/mctuition.html">www.goer.state.ny.us/mc/mctuition.html</a>	Part 1 Application form is due to Shirley Menzies within 10 business days of the first day of class. Part 2 Reimbursement request form is due at HR within 30 days of receipt of grades
<b>United University Professions</b>	<b>All State Hospital employees represented by UUP</b>	SUNY Schools	One course, each Fall, Spring and up to two Summer semesters, as long as separate registrations are conducted and course dates do not overlap. Waiver is on a space-available basis for tuition only.	Human Resources, 3 Technology Drive, or LISVH Human Resources, or the UUP Union Office, UH, 5-L, or the wall outside of the computer center, HSC L-3, or the <b>Intranet link to the Hospital's HR website</b> , Benefits, Tuition Information, UUP Tuition Assistance Program/Eligibility Form	Last business day before classes start on main campus  Deadline dates for various semesters are listed on the instruction sheet attached to the waiver form.