

## M/C Tuition Reimbursement Program

### Part I – Application Form

To be eligible for reimbursement, courses or events must begin on or after April 1, 2023 through March 31, 2024. Applications for courses or events that began on or after April 1, 2023, and ended prior to August 12, 2023, must be submitted by October 11, 2023. Qualifying courses and events must be pre-approved by OER in order to be eligible for reimbursement by submitting this form (Part I). It is recommended that course work be approved for reimbursement prior to enrolling with the educational provider. To obtain pre-approval, the following documents must be submitted prior to the start date of the course:

- Signed Part I Application Form (one application per course)
- A course description or brochure describing the course or event that includes the itemized cost, separate from any fees

Submit signed, dated application, and supporting documentation in one of the following ways:

- Email: Email the application and supporting documentation by application deadline to [mctraining@oer.ny.gov](mailto:mctraining@oer.ny.gov). All emailed documentation must be in PDF format. All other formats (JPGs or other photo formats, Word Documents, links to documentation or websites, etc. will not be accepted.)
- U.S. Mail: Mail application and supporting documentation, postmarked by application deadline to:  

Office of Employee Relations  
 M/C Reimbursement Unit  
 2 Empire State Plaza, 7th Floor  
 Albany, NY 12223-1250

#### SECTION I – EMPLOYEE INFORMATION (Employee completes)

Name		NYS Employee ID Number (Found on paycheck stub) Required for payment by OSC N _____		
Start date with New York State (mm/dd/yy)		Date of last entry into State Service (mm/dd/yy)		
Home Address	City	State	ZIP code	Home Phone
Employing Agency/Facility Name				
Agency/Facility Code		Current Job Title		
Work Address	City	State	ZIP code	Work Phone
Primary Email Address		Percentage Time Working		
Degrees and Certificates Attained (circle all that apply)		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time, 50% or more <input type="checkbox"/> Part-Time, 50% or less <input type="checkbox"/> Leave with Pay <input type="checkbox"/> Leave without Pay <input type="checkbox"/> Laid off		

OFFICE USE ONLY: DO NOT WRITE IN THIS SECTION

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<b>SECTION II – COURSE WORK INFORMATION (Employee Completes)</b>			
Organization/Institution Name			
Organization/Institution Address		City	State
			ZIP code
Course or Event Title			Course Number
Start Date (mm/dd/yy)	End Date (mm/dd/yy)	Is this a credit-bearing course? <input type="checkbox"/> Yes: Number of credits _____ <input type="checkbox"/> No	
Course Description			
Job-Related or Career-Related Justification (Describe how the course work related to present job duties or career goals. Attach additional sheets if necessary.)			
Is this course work part of a degree or certificate program in which you are presently enrolled/matriculated? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what type of degree? Associate's Bachelor's Master's Ph.D. Other		Major	Total credits earned to date
Tuition expense for this course \$		Other assistance received \$	
I attest to the authenticity of the statements in this application, as well as the enclosed documentation. I have complied with all eligibility requirements of the Tuition Reimbursement Program. All the information contained in this request is true and accurate. I have read and understand the guidelines to this program and agree to comply with all policies and procedures. Any deliberate mis-statement on this application represents grounds for exclusion from reimbursement program participation.			
Signature: _____ Date: _____			

<b>SECTION III – SUPERVISOR DETERMINATION (Supervisor Completes)</b>	
Supervisor Name (Please print)	Supervisor Title
Email address	Phone Number
This application: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Meets the Criteria  The educational activity described is:  <input type="checkbox"/> Job-Related  <input type="checkbox"/> Career-Related </div> <div style="width: 45%;"> <input type="checkbox"/> Does Not Meet the Criteria  The educational activity does not qualify for reimbursement  <input type="checkbox"/> Employee Ineligible  <input type="checkbox"/> Not job-related or career-related  <input type="checkbox"/> Ineligible course work  <input type="checkbox"/> Submitted beyond required filing period  <input type="checkbox"/> Educational Institution not approvable </div> </div>	
I attest to the authenticity of the statements in this application, as well as the enclosed documentation. All the information contained in this request is true and accurate. I have read and understand the guidelines to this program and agree to comply with all policies and procedures. Any deliberate mis-statement on this application represents grounds for exclusion from reimbursement program participation.	
Supervisor Signature: _____ Date: _____	