



**PBANYS EDUCATION AND TRAINING PROGRAM APPLICATION FORM**

Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_  
 Primary Email Address: \_\_\_\_\_  
 Home/Cell Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Date you began State Service: \_\_\_\_\_

Name of Organization/Institution: \_\_\_\_\_

Are you matriculated in a degree program? Yes No

If yes, what is your major? \_\_\_\_\_

Course/Event Name: \_\_\_\_\_

Course/Event Number: \_\_\_\_\_

Number of course/event credits: \_\_\_\_\_

Course/Event Start Date: (mm/dd/yy) \_\_\_\_\_

Course/Event End Date: (mm/dd/yy) \_\_\_\_\_

Course/Event Grade: \_\_\_\_\_

Course Type: Undergraduate Graduate

Is this course/event related to your current job or your career progression within NYS?

Yes No

Tuition/Registration cost of the course, not including any fees: \_\_\_\_\_

Course-related expenses (registration fees, lab fees, books, etc) \_\_\_\_\_

Other assistance you have received or will be receiving from your agency, facility, or from other sources (not including this request): \_\_\_\_\_

(Initials Required) OSC will withhold estimated taxes at the end of each calendar year from employees whose benefits from this program and any additional educational benefits from their agency exceed \$5,250. This may result in substantial withholding from paychecks at the end of the year and applicants should plan accordingly.

By signing and dating this application, I hereby certify that all information contained on this application and attached supporting documentation is true and accurate. I have read and understand the guidelines for this program and agree to comply with all the program policies and procedures. I understand failure to complete a course successfully or failure to comply with the guidelines may result in denial of benefits or a penalty imposed on future benefits.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_