Professional Development Tuition Assistance Funding
Presidential Support Program

There are several avenues to explore for tuition assistance with professional development. Detailed information on the various avenues can be found on the SUNY Canton HR webpage:

http://www.canton.edu/human_resources/tuition.html.

This form serves to further support the College's commitment to help all employees grow through professional development by allowing every employee an opportunity to become eligible for tuition assistance in the event that other funding areas are exhausted or an employee does not meet the criteria for funding through those areas. These funds are intended to support non-doctoral degrees (continuing education credits cannot be funded through this program). Funds will be awarded up to the maximum SUNY tuition rate per person/course – 3-cr. hr. course - $885; 4-cr. hr. course - $1,180 (2019-20).

In order to be considered, this application form must be completely filled out and submitted to Human Resources after the other funding options have been sought (see attached steps).

Submissions must be received prior to the first day of classes for the semester in which the requested course(s) begin.

Application

This application must be fully completed for consideration of the Professional Development Tuition Assistance Funding – Presidential Support Program. A separate application must be submitted for each funding request. Send application to Human Resources after the other funding options have been sought (see attached steps).

Applicant's Name _____
                      (please print)

Budget Title _____ Campus Title _____

Bargaining Unit _____ (UUP, CSEA, PEF, M/C Classified, M/C Professional, RF, PBA)

I have applied for the appropriate funds in addition to this application.   ____ Yes   ____ No

I have also applied for:
____ Faculty/Staff and IDAP Funds
____ Professional Development Funds (through Academic School)
Amount Received _____   Amount Pending _____

Name of Degree _____

Institution _____

Enrollment Status _____

Anticipated Graduation Date _____

Briefly describe your course/degree choice, its job relatedness, and how your course/degree completion will benefit SUNY Canton. (Use additional sheets if necessary.)

Tuition Approval Requested For

Course Name	
Semester/Year	
Credit Hours	
Course Cost	
College/University	

Please attach your most recent transcript to this application.

I HEREBY APPLY FOR TUITION ASSISTANCE AS STATED ABOVE. I UNDERSTAND THAT I MUST SATISFACTORILY COMPLETE THIS COURSE TO BE ELIGIBLE FOR ASSISTANCE IN THE FUTURE.

_____
Applicant's Name (please print)

_____   _____
Applicant's Signature   Date

The following signatures are needed for every application; however, the signatures do not mean tuition waiver approval is granted. Approval/disapproval will be rendered by the President.

_____   _____
Dept. Head/Immediate Supervisor/Director   Date

_____   _____
Vice President/Dean   Date

Please submit the completed application to the Human Resources Office prior to the first day of classes for the semester in which the requested course(s) begin.

The Professional Development Assistance Committee will review the applications and make a recommendation to the President. Approvals/disapprovals will be rendered by the President, and notification will be sent to the employee. Funds will be awarded up to the maximum SUNY tuition rate per person/course – 3-cr. hr. course - $885; 4-cr. hr. course - $1,180 (2019-20).
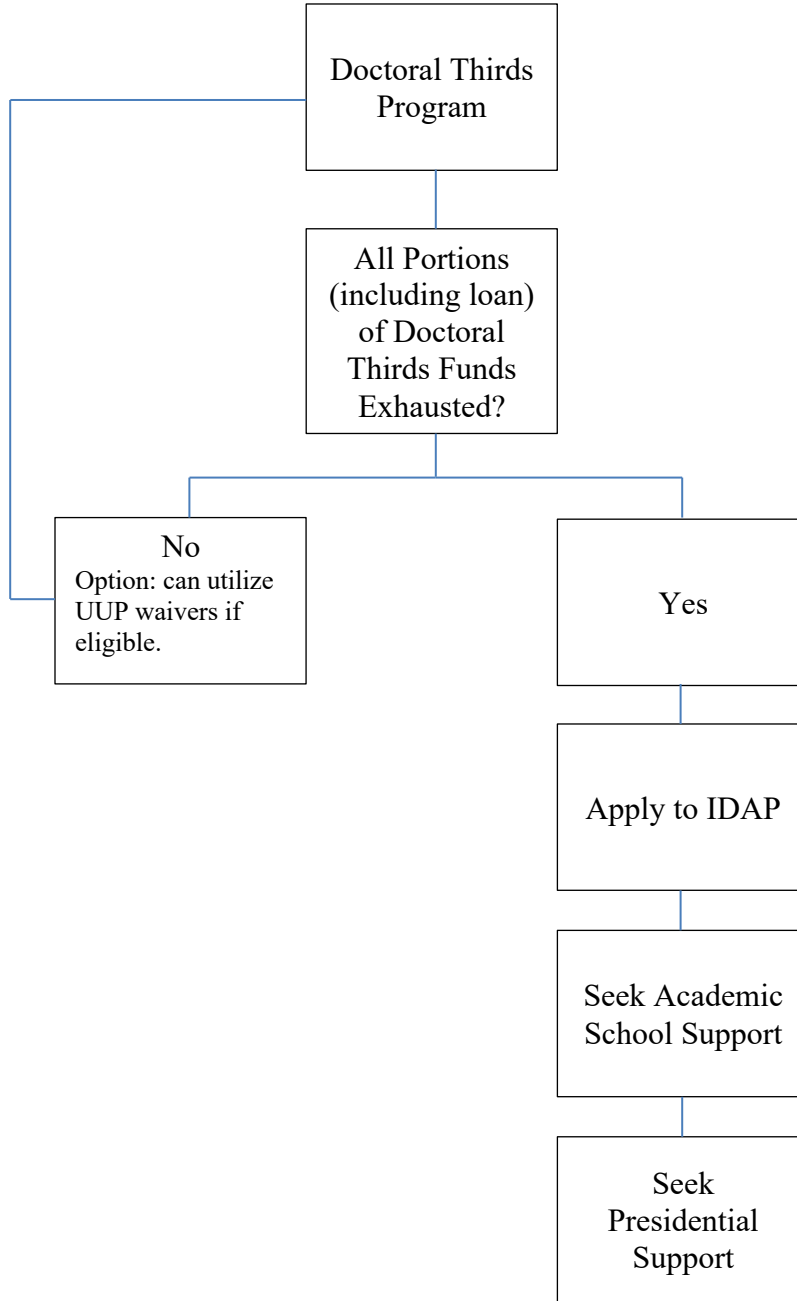

For President's Office Use Only:

_____ Approved   _____ Disapproved   Amount _____

_____   Date _____
President's Signature

Professional Development Assistance Steps

Doctoral Degrees

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                    ┌─────────────────┐
                    │ Doctoral Thirds │
                    │    Program      │
                    └─────────────────┘
                             │
                    ┌─────────────────┐
                    │  All Portions   │
                    │ (including loan)│
                    │  of Doctoral    │
                    │  Thirds Funds   │
                    │   Exhausted?    │
                    └─────────────────┘
                       │           │
              ┌────────────────┐  ┌──────────────┐
              │      No        │  │              │
              │ Option: can    │  │     Yes      │
              │ utilize UUP    │  │              │
              │ waivers if     │  │              │
              │ eligible.      │  │              │
              └────────────────┘  └──────────────┘
                                        │
                                  ┌──────────────┐
                                  │ Apply to IDAP│
                                  └──────────────┘
                                        │
                                  ┌──────────────┐
                                  │Seek Academic │
                                  │School Support│
                                  └──────────────┘
                                        │
                                  ┌──────────────┐
                                  │    Seek      │
                                  │ Presidential │
                                  │   Support    │
                                  └──────────────┘
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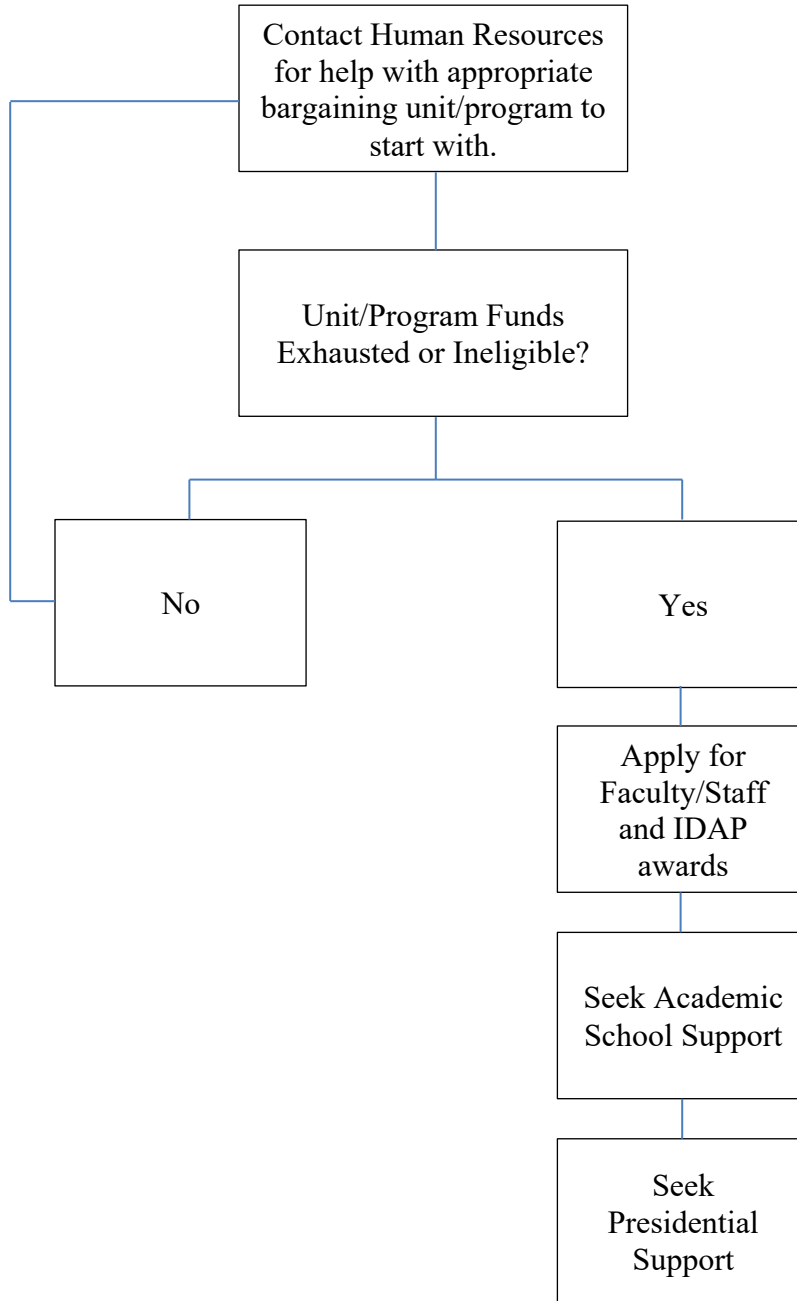
To view the various options of support, please click on the link to the Tuition Benefits Summary Sheet.

Professional Development Assistance Steps

Non-Doctoral Degrees/Courses/Certificates

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┌─────────────────────────┐
│  Contact Human Resources │
│  for help with appropriate│
│  bargaining unit/program to│
│      start with.         │
└─────────────────────────┘
            │
┌─────────────────────────┐
│   Unit/Program Funds     │
│  Exhausted or Ineligible?│
└─────────────────────────┘
       │            │
┌──────────┐   ┌──────────┐
│    No    │   │   Yes    │
└──────────┘   └──────────┘
                    │
               ┌──────────┐
               │ Apply for │
               │Faculty/Staff│
               │ and IDAP  │
               │  awards   │
               └──────────┘
                    │
               ┌──────────┐
               │Seek Academic│
               │School Support│
               └──────────┘
                    │
               ┌──────────┐
               │   Seek    │
               │Presidential│
               │  Support  │
               └──────────┘
```

To view the various options of support, please click on the link to the Tuition Benefits Summary Sheet.