



Training and Upgrading Fund Frequently Asked Questions

WHAT IS THE TRAINING FUND?

The Training Fund is a benefit through your union contract that can help you pay for education and training.

WHAT ARE THE ELIGIBILITY REQUIREMENTS?

You must be in a bargaining unit & employment status covered by the Fund in your union contract

You must reach your one (1) year anniversary by the start date of your program

Be a Full-Time Employee (eligible for 100% of the benefit)

Be a Part-Time Employee who works 3/5 or more of Full-Time hours (eligible for 80% of the benefit). For example, if full time at your facility is 37.5 hours per week and you work 22.5 hours

WHAT IS MY DEGREE PROGRAM BENEFIT?

What can I go to school for? Programs that:

- Are in your direct area of employment
- Help you get a promotion with your employer
- Can upgrade your skills or lead to advancement in health care or related area

Where can I go to school?

- You can attend an accredited program, college, or university
- For example:
 - 2-year community college
 - 4-year college or university
 - Traditional in person, online or hybrid programs

What does the Fund pay for as a Full-Time Employee:

- Undergraduate & Graduate Tuition & Approved Fees
 - Up to \$5,000/calendar year
 - Up to \$3,000/semester
- Books: Up to \$300/calendar year; \$150/semester

What does the Fund pay for as a Part-Time Employee:

- Undergraduate & Graduate Tuition & Approved Fees
 - Up to \$4,000/calendar year
 - Up to \$2,400/semester
- Books: Up to \$300/calendar year; \$150/semester

*Students must maintain a "C" in each class and a 2.0 GPA for undergraduate degrees and grade of "B" in each class for graduate degrees.

ARE THERE SCHOOLS I CAN ATTEND WITHOUT PAYING UPFRONT?

We have voucher agreements with the following SUNY and private schools (*private schools):

Cayuga Community College
 Clinton Community College
 Corning Community College
 D'Youville University* (formerly College)
 Erie Community College
 Genesee Community College
 Jamestown Community College

Mohawk Valley Community College
 Monroe Community College
 Morrisville State College
 Niagara County Community College
 Onondaga Community College
 Pomeroy College of Nursing
 SUNY Brockport
 SUNY Canton
 SUNY Empire

SUNY Delhi
 SUNY Plattsburgh
 SUNY Polytechnic Institute
 SUNY Stony Brook
 Tompkins Cortland Community College
 Trocaire College*
 University at Buffalo

Note: Contact Training Fund to find out about a specific school as we are continually working to expand our voucher agreements.



WHAT IS MY CONTINUING EDUCATION BENEFIT?

What can I go to school for? Programs that:

- Certificate Programs
- Exam Review Courses
- Continuing Education Unit (CEU) Seminars

Where can I attend/register?

- You can attend an accredited program, college, or university
- Your accrediting association/organization

What does the Fund pay for as a Full-Time Employee:

- Up to \$1,000/calendar year

What does the Fund pay for as a Part-Time Employee:

- Up to \$800/calendar year

*Note: This benefit **DOES NOT COVER**: Examination fees, preparation courses for any graduate-level entrance examinations (i.e., GMAT, GRE, MCAT), lodging, travel, and material expenses, books, re-certification fees or exam.

WHAT IS MY LICENSED PRACTICAL NURSING (LPN) BENEFIT?

Where can I attend/register?

- You can attend an accredited program, college, or university

What does the Fund pay for as a Full-Time Employee:

- Up to \$11,000/program
- Books: Up to \$300/program; \$150/semester or term

What does the Fund pay for as a Part-Time Employee:

- Up to \$8,800/program
- Books: Up to \$300/program; \$150/semester or term

IMPORTANT BENEFIT NOTES

Steps for Voucher Applications

- Submit your voucher to the school
- Your school will invoice the Training Fund (TUF). This may take up to 5 weeks after classes start
- TUF will issue a check to your school. This may take an additional 5 weeks after we receive the invoice
- You must apply for each semester or program

Reimbursement Applications

- Please allow 6-8 weeks for reimbursement processing after all necessary documents and grades are submitted
- You must apply for each semester or program

HOW DO I GET STARTED?

Contact a TUF representative to set an appointment to discuss your educational plan.

Apply to the program of your choice.

Apply for financial aid by going to www.fafsa.ed.gov, if applicable.

IMPORTANT CONTACTS

Questions About Your Benefits?

Other Training Fund Benefits include:

- Tuition Assistance & Continuing Education
- Academic Support Services
- Tutoring, Case Management, Counseling
- Computer Lending Program

Contact us at:

UpstateInfo@1199funds.org

Buffalo: 716.995.3755

Rochester: 585.730.6432

Syracuse: 315.295.1854

Scan QR Code to
Contact Your
Fund Representative

