

NYSNA FUND

Tuition and Continuing Education Fund

Reimbursement Claim Process and Instructions

(Effective May 1, 2016)

Participants covered under the NYSNA Tuition and Continuing Education Fund (“TCE Fund”) must complete and submit the TCE Fund Reimbursement Claim Form and all required documentation *within three (3) months of completion* of the course, conference, workshop, seminar or other educational offering.

Please note that non-reimbursable courses taken as a prerequisite for matriculation into an approved Baccalaureate or Master’s program are not subject to the three (3) month submission requirement. Such courses may be reimbursed retroactively after the participant has been accepted as a matriculated student in the program, so long as the participant is accepted within two (2) years of completion of the prerequisite course and the TCE Fund request is submitted within three (3) months of acceptance. Reimbursement is also available for maintenance of matriculation fees for up to five (5) years prior to your degree being granted. You must submit documentation within three (3) months of your degree being granted in order to be reimbursed for these fees.

Claim forms are available online at www.ASONet.com and a copy is attached to these Instructions. All cells of the TCE Fund Reimbursement Claim Form must be fully completed. The following are the required documents that must be submitted to obtain your reimbursement from the TCE Fund:

1. Completed TCE Fund Reimbursement Claim Form;
2. Documentation describing the offering and its eligibility for coverage by the TCE Fund and/or documentation showing fees paid for covered expenses;
3. Proof of completion of the course, such as a transcript or certificate of completion; and
4. Proof of payment for the educational offering. Acceptable forms of proof of payment are copy of deposited/cancelled check, bursar’s receipt showing payment, or credit card statement.

The TCE Fund Reimbursement Claim Form and all documentation must be submitted to Administrative Services Only, Inc., *within three (3) months of completion of the course or offering*, online at www.ASONet.com, or via mail or fax to:

Administrative Services Only, Inc.
Department 136T
P.O. Box 9005
Lynbrook, NY 11563
Fax: 855-255-0904
Tel: 888-692-7671 or 800-537-1238