

TRAINING AT A COLLEGE OR UNIVERSITY

College training may be provided for ACCES-VR consumers when these services are required to achieve a mutually agreed upon employment goal as described on the consumer's Individualized Plan for Employment (IPE).

- Individuals must be able to demonstrate the necessary academic ability to complete college level work. Remedial courses for basic academic skill improvement should be accomplished prior to college admission, when possible.
- Depending on an individual's financial resources, consumer participation in the cost of services may be required. ACCES-VR's financial contribution will be calculated after TAP, Pell, other grants and scholarships (except merit), and the individual's financial resources are applied. ACCES-VR does not require a consumer to participate in work-study or apply for student loans. However, student loans and work-study programs may be needed to pay any unmet costs after ACCES-VR's maximum contribution.
- In order for ACCES-VR to consider financial support for college training, the individual must make application to ACCES-VR by April 15th for the Fall semester and September 15th for the Spring semester. The individual must also make application for TAP and Pell as well as other sources of financial assistance within the required time frames.
- ACCES-VR may increase its maximum contribution to direct school costs through a waiver procedure when it is necessary to enable the individual to participate in college study.

Components	ACCES-VR Provisions
Approved Colleges	Colleges must meet accreditation requirements and the institutions selected must be most cost effective to ACCES-VR.
Academic Standards	Students must be aware of and provide ACCES-VR with the academic standards for their degree program, as defined by the college. These standards as well as the standards for continuation of TAP and Pell awards must be met by the student in order for ACCES-VR to continue financial support for college training. Grade reports must be immediately submitted to the ACCES-VR Counselor after each semester.
Financial Need	College training services are contingent upon economic need; services include tuition, required academic fees, room & board, required textbooks & materials and transportation.
Financial Aid	Students must apply for all available Financial Aid and provide ACCES-VR with documentation, including amount(s) of any award(s). Documentation must be submitted to ACCES-VR by June 1st for the Fall term and November 1st for the Spring term.
Comparable Benefits	Available financial aid, and family and personal financial contribution if required, must be applied first to all direct costs including tuition, fees, room & board and required textbooks & materials.
Full-Time Tuition	Tuition is limited to the current, published tuition rate at a public SUNY/CUNY or community college for 2015/2016. For comparable programs at private colleges, apply the respective SUNY/CUNY rates. Graduate programs can be paid at actual SUNY/CUNY graduate school tuition rates.
Fees	ACCES-VR may contribute up to \$1,350 per academic year.
Room and Board	ACCES-VR may contribute up to a maximum of \$3,000 per academic year, \$1,500 per semester (\$1,000/3/trimester) toward room and board expenses.

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Living Off Campus	When either by choice of the student, or due to the lack of dormitory space, the student is living away from home and off campus, ACCES-VR can provide up to the same level of support the student would have received residing on campus. Documentation of actual expenses is required in advance of the start of the semester. Payment will be made directly to the student throughout the course of the semester. Payment for these services cannot be made to the college, unless it is the college itself that is providing off campus room and board. Direct payment to consumers requires adherence to PRO-05-02.
Exceptions	Room and board are subject to economic need consideration but full payment of room and board may be authorized as a cost-effective strategy in lieu of interpreter services or special transportation. Room and board costs to be paid are calculated after comparable benefits are applied.
Text Books & Required Course Materials	Required books and materials are contingent on meeting economic need. Required textbooks and materials may be authorized up to the actual required amount. ACCES-VR will not provide expendable supplies such as paper, pencils and notebooks, unless they are uniquely related and required for participation in a specific course, or required because of the limitations resulting from a disability.
Support Services	Disability-related support services (interpreter, tutor, note taker) are the responsibility of the college or university, when related to the reasonable accommodation needs of the student. Where there is an agreed-upon need for these services and they are required for the academic success of the student, ACCES-VR can authorize funding separately from the direct costs of tuition and fees. Tutoring may not exceed 7 hours per week or \$15.00 per hour.
Waiver	ACCES-VR has a waiver process to evaluate the consumer's individual situation and determine whether the established cost and duration limits would deny the consumer access to services.
Duration of Training Limits	Students may be allowed an additional two semesters to complete an Associate degree and an additional four semesters to complete a Baccalaureate degree. The maximum program duration limit includes all part-time training and previously completed course work that can be applied to the current degree program. Extensions may be possible based on individual circumstances and prior approval.
Part-Time Study	Part-time training is defined as fewer than 12 credits per semester or the equivalent for schools operating on a trimester or other basis. Part-time attendance should not exceed two calendar years but may be allowed with agreement of the ACCES-VR counselor during the training. If courses are dropped during a semester, resulting in fewer than 12 credits, the semester must be considered as part-time. ACCES-VR can pay the actual tuition rate at SUNY/CUNY and community colleges. For private four-year colleges, ACCES-VR can pay up to the credit hour rate for SUNY. For private two-year colleges, ACCES-VR can pay up to the credit hour rate for the equivalent two-year CUNY or community college program.
Summer, Mini, or Inter-Session	ACCES-VR may contribute only when it is cost effective to do so: to complete required or sequential courses that are otherwise unavailable; to repeat failed courses required to meet the employment goal date on the IPE; because of disability related factors that restrict the number of credits per semester that a student is able to attempt or if it will advance the graduation date. This assistance is in addition to ACCES-VR's maximum contribution for direct college expenses and is paid at the part-time rate. Summer, mini or Inter-session courses taken for any of these reasons will not be counted as additional semesters for determining the length of training.

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Graduate Training	ACCES-VR will contribute to graduate level training only when such training is required for the individual's agreed upon Employment Goal as described on the Individualized Plan for Employment (IPE). ACCES-VR maximum contribution limits apply.
Employment Notification	Individuals are expected to notify their ACCES-VR Counselor once they obtain employment after graduation.

I have reviewed this Fact Sheet, and I understand its content and my responsibilities. If I am unclear as to any of the provisions, I can seek clarification by contacting my Vocational Rehabilitation Counselor and reviewing ACCES-VR policy and procedure available at <http://www.acces.nysed.gov/vr/policies/policy405.pdf>

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