



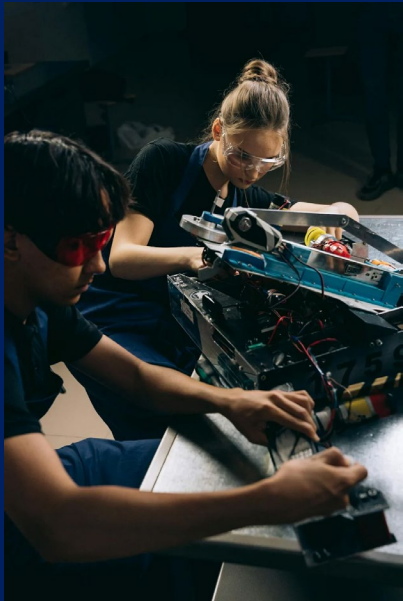
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# Enhanced Apprenticeship Opportunities – Student Supports



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## Student Supports – Overview



- A student support fund is available to provide critical, short-term assistance to individuals entering and currently in Registered Apprenticeships who are completing Related Instruction (RI) training at a SUNY college



## Student Supports - Eligibility



- **SUNY College Eligibility:**  
All SUNY colleges that support Registered Apprentices utilizing the SUNY Apprenticeship Program (SAP) funding are eligible to offer supports to students demonstrating need
- **Student Eligibility:**  
A Registered Apprentice currently enrolled in Related Instruction training at a SUNY college or a newly hired Registered Apprentice intending to register for classes at a SUNY college within six months. A student may access funding more than once, but total may not exceed \$500.00 per individual



## Student Supports - Examples

- One Time Support - Only During First Six Months of Apprenticeship:
  - Educational holds - must be preventing student from registering for first Related Instruction course
    - Library, tuition, fees, bookstore balances
  
- Not Limited To this List But Considered on a Case-By-Case Basis:
  - Equipment (tools, uniforms, knives, etc.)
  - Laptop
  - Transportation (mass transit, auto repairs, gas cards, etc.)
  - Childcare
  - Housing (utilities, emergency repairs, etc.)
  - Healthcare emergency
  - Translation for Related Instruction materials (book, worksheet, etc.)





# Student Supports – College Process

- College completes Supports Quote Template estimating projected student supports to be expended within six months including college 10% Project Management
  - Example: College is supporting 50 apprentices and anticipates 20% needs supports at \$500 each. Quote: \$5,000.
- Email to [apprenticeship@suny.edu](mailto:apprenticeship@suny.edu)
- Research Foundation for SUNY will provide college with Purchase Order (PO)
- PO will be increased on an as needed basis. College will resubmit Supports Quote Template when additional funding is required

College should initiate this step immediately  
College will make all payments and be reimbursed





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# Student Supports – College Process

Supports Quote Template  
College Letterhead

## Quotation

Quotation #: \_\_\_\_\_

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

Quotation By: \_\_\_\_\_

Address: \_\_\_\_\_

Quotation To: Research Foundation For SUNY  
Address: 35 State Street, Albany, NY 12207

Item	Amount
Student Support Services	\$XXXX.XX
Project Management 10%	\$XXX.X
Total:	\$XXXX.XX

Authorized Signature: \_\_\_\_\_  
*Ink (original) or digital signature*





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# Student Supports – College Process



## Student Supports Flyer



### SUPPORT FOR YOUR APPRENTICESHIP STARTS HERE

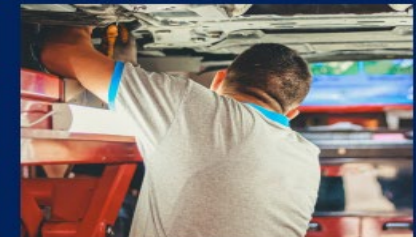
A student support fund provides critical, short-term assistance to individuals entering and currently in Registered Apprenticeships. Funding aids Registered Apprentices experiencing an unmet need or financial strain because of an unforeseen circumstance resulting in an inability to enter employment as a Registered Apprentice or continue with Related Instruction at a SUNY college.



**HEALTHCARE &  
HUMAN SERVICES**



**ADVANCED  
MANUFACTURING**



**OTHER (EXCLUDING  
CONSTRUCTION)**



## Student Supports – College Process

- Confirm student is a Registered Apprentice and intake has been completed
  - Intake must be completed prior to SUNY reimbursement
  - Complete the [NYSDOL Verification Form](#) if confirmation of Registered Apprenticeship status has not been completed
  - If the individual is a new Registered Apprentice and not assigned a seat on an executed agreement, the agreement number “900” should be used as a placeholder when entering data on both NYSDOL verification and intake forms
- Provide electronic or paper [Application for Registered Apprenticeship Supports](#)





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## Student Supports – College Process

- Obtain from student:
  - Completed [Application for Registered Apprenticeship Supports](#)
  - Signed [Combined Information Release Form](#)
  - Back-Up Documentation of Financial Charge
- Issue payment to vendor whenever possible or student if necessary
- Complete [electronic submission](#) within 15 calendar days of support payment including [Student Supports Invoice Template](#)
- RF processes payment to the college





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## Student Supports – Follow-Up

- At three months after completion of the first RI training during or following support, the college contacts student to verify employment status and wage data
- At six months after completion of the first RI training during or following support, the college contacts student to verify employment status
- At twelve months of the first RI training during or following support, the college contacts student to verify employment status and wage data

Student Supports Follow-Up

