Public Health Leaders of Tomorrow (PHLOT) Tuition Award Fact Sheet

Program Mission

The PHLOT program was established in 2006 to strengthen the public health infrastructure across New York State and to train and prepare the next generation of public health leaders.

Eligibility Requirements

To be eligible for a PHLOT Tuition Award, all applicants must:

- Be a full-time employee at either a NYS local health department (LHD) or NYS Department of Health (DOH);
- Pursue and utilize tuition assistance through their employer/union, if available;
- Be accepted/enrolled in one of the following University at Albany School of Public Health programs:
  - Certificate in Public Health Fundamentals & Principles
  - Master of Public Health or Online Master of Public Health in Public Health Practice
  - Doctor of Public Health (DrPH) or Doctor of Philosophy (PhD)

Tuition Awards

In-State graduate tuition awards are available to NYS LHD or NYS DOH employees only.

- Awards are first-come, first-served based on availability of funds per semester.
- Awards are issued in the priority order below (determined between the School of Public Health and the NYS DOH based on their funding agreement):
  1) Local Health Department (LHD) Directors who need to complete the certificate, MPH or specific coursework;
  2) LHD staff pursuing their first graduate degree in public health (certificate, MPH or MS);
  3) NYS DOH pursuing their first graduate degree in public health (certificate, MPH or MS);
  4) LHD or NYS DOH staff taking non-degree courses, with the intent to pursue a certificate/degree;
  5) LHD or NYS DOH staff registering for an independent study and/or internship (non-PHLOT funded)
  6) LHD or NYS DOH staff pursuing a DrPH or PhD

- Due to limited funding, tuition awards are limited to a MAXIMUM of up to three (3) credits per student per semester. Students are responsible for payment of tuition above and beyond the three (3) credits.
- It is not guaranteed that a tuition award request will be honored each semester.
- Awards cover TUITION only. All other fees (student/late fees, books, etc.) are the student’s responsibility.
- Students who drop or withdraw from courses after the last day to drop a semester length course will be responsible for payment of tuition and incurred fees for the dropped course. Unless students can demonstrate extenuating circumstances, future funding will be impacted. This also applies to students who FAIL A COURSE while being PHLOT funded.

Application Requirements

All interested applicants must submit:

- A PHLOT Tuition Award Request Form during each semester you enroll in courses;
- Documentation of tuition assistance pursued/used through your employer/union;
- Verification of full-time employment status (e.g., copy of ID, letter from employer)

Timely course registration & submission date of the Request Form also determines tuition awards.

Questions or for more information, contact:

Susan Bernardi-Bain, Program Coordinator
School of Public Health, University at Albany
One University Place, Room 118, Rensselaer, NY 12144
(518) 408-2341 or phlot@albany.edu

Revised April 22, 2015
HOW YOUR TUITION AWARD IS PROCESSED

1) Once all Tuition Requests are received, the Program Coordinator emails the Student Accounts Office and indicates which students are receiving PHLOT Tuition Awards. The Student Accounts Office then puts the anticipated amount on each student’s bill. The Program Coordinator typically does not contact the Student Accounts Office until the beginning of the semester once all students are registered.

2) Your PHLOT award amount will be reflected in the “pending financial aid” section of your bill, under the respective semester. Unless you are receiving tuition reimbursement from your employer, the amount you should see reflected on your bill is either a) the cost of tuition for a 3 credit course or b) the remaining balance of what your employer did not cover for tuition. Should you wish to know the exact amount that you will be receiving, contact the Program Coordinator.

3) The start of each semester is an incredibly busy time for the Student Accounts Office, which can delay the process of having the anticipated aid show up on your account. They work diligently to place the anticipated aid on each of your accounts. Rest assured that if you have been told you will be receiving a PHLOT Tuition Award, you will receive it, even if it has not yet been reflected on your bill.

*There are two important steps you can complete to help with this process:*

1) Register for your course (s) in a timely manner. If you are not registered for a course, the Student Accounts Office cannot put the anticipated aid onto your bill.

2) **PAY YOUR BALANCE BY THE DEADLINE DATE INDICATED ON YOUR INVOICE. OTHERWISE, YOU WILL BE CHARGED LATE FEES.**

Essentially, you should pay the amount on your bill indicated in the “balance” section. This amount reflects any charges above and beyond what you have been told you that you will receiving for PHLOT funding, such as additional tuition and/or student fees.

*If you do not see the amount yet reflected in the “pending financial aid” section of your bill, if PHLOT is covering the cost of one 3-credit course for you, you should subtract the amount of one 3-credit course from your outstanding charges, and pay the remainder. If you need to know the exact amount of your PHLOT tuition award, contact the Program Coordinator.*

PAYMENT PLAN & EMPLOYER TUITION VOUCHERS

- If you are interested in a payment plan, please go to [www.epay.albany.edu](http://www.epay.albany.edu) and to set up an account. There will be a $45.00 initial fee and your monthly amount due should then calculate how much you should pay. Any questions should be directed to Ericka Quinones at equinones@albany.edu

- If you are receiving a tuition voucher from your employer, you need to send any documentation to Ericka Quinones at the address below. If the amount is different than what you originally told the Program Coordinator, email phlot@albany.edu so your PHLOT tuition award can be adjusted accordingly.

*Ericka Quinones, Third Party Billing Specialist  
Office of Student Accounts, CC G-26  
1400 Washington Avenue  
Albany NY 12222*

It is important to note that timely course registration and submission date of the PHLOT Tuition Request Form also determines tuition awards. *Tuition awards are currently limited to a maximum of up to three (3) credits*