



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

DEPUTY COMMISSIONER FOR ADULT CAREER AND CONTINUING EDUCATION SERVICES (ACCES)  
Tel. (518) 474-2714 Fax. (518) 474-8802

February 1, 2016

Owners and Directors of Proprietary Schools:

Due to ongoing technical problems, the Bureau of Proprietary School Supervision (BPSS) is reviewing tuition assessment billing from May 1, 2015 forward. As we process a thorough analysis, we ask that you continue to use the online assessment payment system as indicated below to pay the principal of your tuition assessment based upon your school's Gross Tuition Income (GTI) calculation. If you have questions or concerns about this calculation, please contact BPSS immediately.

If you are paying tuition assessment that has not accrued any interest, payment may be made either via the online assessment payment system or the voucher process.

For those bills that have accrued interest, payments of principal only must be made via the voucher process. Please mail a separate check, attached to each voucher, for the principal amount and mail it to the address shown on the voucher. If you are unsure of the exact principal amount owed on each voucher, please review the school's online assessment screen for the exact amount.

The BPSS billing system will automatically continue to compound and show interest expense. During this period of review, we will ask that you please pay the assessment principal only. We are aware that the new web-based system may have revealed other billing issues. BPSS will review all of these issues and will update the online system as quickly as possible.

I apologize for any inconvenience caused by our efforts to improve our practices in order to better serve you.

Sincerely,

Kevin G. Smith