

## Cooperating Teacher Tuition Waiver Application

This form **must be returned to BP 230** (advising center) for a signature from the Coordinator of Student Teaching. Please, DO NOT send this form to the Financial Aid office at NKU; doing so will result in a delay of processing of tuition waiver.

\_\_\_\_\_  
Last Name, First Name, Middle Initial

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, State, & Zip

\_\_\_\_\_  
School District

\_\_\_\_\_  
School

\_\_\_\_\_  
School Phone Number

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Student Teacher's Name

\_\_\_\_\_  
Grade(s) and subject(s) taught

\_\_\_\_\_  
Year and semester(s) you supervised  
*(ex: Fall 2006 & Spring 2007)*

\_\_\_\_\_  
Number hours earned  
*(ex: 8 weeks = 3 hours)*

\_\_\_\_\_  
Hours good through *(i.e., expire after)*  
*(ex: Fall 2007 & Spring 2008)*

\_\_\_\_\_  
Institution where hours are to be used

\_\_\_\_\_  
Number of hours to be used

\_\_\_\_\_  
Hours to be used during (indicate year & semester)

\_\_\_\_\_  
Cooperating Teacher's Signature

\_\_\_\_\_  
Cooperating Teacher's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Principal's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Teaching Coordinator's Signature

\_\_\_\_\_  
**Mrs. Jill Niemeyer**  
Student Teaching Coordinator's Name

\_\_\_\_\_  
Date

**Please carefully read the tuition waiver instructions, before calling the advising office for assistance.**  
Advising center information, Leah Dugar (859)-572-6944; Administrative assistant for student teaching, Mary McGrath (859)-572-5230.

### **Instructions for Tuition Waiver Application for Cooperating Teachers Supervising Student Teachers**

#### **In accordance with KRS 164.2845 Tuition-free courses for cooperating teachers and resource teachers.**

- 1) In recognition of valuable service to the preparation of teachers and the need for all teachers to have continual professional growth, a supervising teacher or a resource teacher for interns may, with prior approval of the course-offering institution, take a maximum of six (6) credit hours per term at any public postsecondary institution and pay no tuition. The postsecondary institution shall waive the tuition up to a maximum of six (6) credit hours.
- 2) The teachers covered in this section may exercise the tuition-free course option only if there is available space within a given course offering. A postsecondary institution shall not be required to establish a course to meet teacher requests.
- 3) The tuition-free courses may be used to partially satisfy requirements for an advanced degree.
- 4) Each public postsecondary education institution shall establish the procedures for implementing the provisions of this section, effective 8/1/2000. *{Created 2000 Ky. Acts ch. 527, sec. 9, effective 7/14/2000}*

#### **Additionally, the following policies and regulations apply:**

- 1) A total of sixteen (16) weeks of assigned supervision of a student teacher is required for the cooperating teacher to qualify for six (6) credit hours with a tuition waiver. Assigned supervision of student teachers for eight (8) weeks is required to qualify for three (3) credit hours with a tuition waiver. The maximum number of tuition-free hours per academic year is 12 semester credits.
- 2) The tuition waiver applies only to waiver of tuition and does not include mandatory site fees, textbooks, or other charges which may be assessed by the course offering institution.
- 3) This waiver covers the tuition for internet courses but does not cover the internet course fees.
- 4) Anyone using this form in a fraudulent manner is subject to dismissal from the credit granting institution and any legal implications that may apply to fraudulent use. If a person takes classes at more than one institution in one semester, a Statutory Tuition Waiver must be completed for each institution attended.
- 5) Each student must be in good academic and financial standing at Northern Kentucky University.
- 6) A graduate (graduate level) class is a taxable benefit which the student is responsible for reporting.
- 7) All classes are subject to availability each semester; student is subject to all regulations for NKU.
- 8) **A cooperating teacher must use their tuition within three (3) consecutive semesters following the semester in which the student teacher was supervised. This includes Fall, Spring, and Summer semesters. Credits expire if unused after one year and are non transferable. For example, if eligibility for three (3) credit hours is established at the end of fall term, 2007, the teacher may use the tuition waiver through fall 2008. Summer semester is considered a term.**
- 9) Tuition waivers are not transferable to another person. They may be used in any public post-secondary institution in Kentucky. Teachers using tuition waivers at other public post-secondary institutions must follow that institution's policies.
- 10) Once this waiver has been completed, it is the **student's responsibility to complete all necessary processes for NKU**, including the application to the graduate admission office.
- 11) **This waiver form must be validated at least one week prior to class registration.** This includes information from teacher using waiver, principal's signature, Coordinator of Student Teaching signature, and delivery to the Office of Financial Aid (AC 416).

Tuition Waiver forms are available on the student teaching website ([http://coehs.nku.edu/Offices/OSS/student\\_teaching.html](http://coehs.nku.edu/Offices/OSS/student_teaching.html)) and in the College of Education & Human Services Advising Center (BP 230).

Validation will be completed by the coordinator of student teaching.

This form must be returned to the advising center either by fax, mail, or in person; with all of the necessary information and signatures.

Mail: Attention Jill Niemeyer  
Northern Kentucky University  
College of Education & Human Services-BP 230  
Highland Heights, KY 41099

Fax: Attention Jill Niemeyer  
(859)572-1504