



## PK-12 Clinical Educator (Cooperating Teacher) Tuition Waiver Application

*This form **must be returned to MEP 263A** for a signature from the Director of Clinical Experiences at least one week prior to the start of classes. 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	MYNKU# (NOT SS# OR ISO#) *Required	
Home Address	City, State, & Zip	
Phone Number	School Email Address	
School District	School	School Phone
Teacher Candidate's Name	Grade(s) and Subject(s) Taught	
Year and semester(s) you supervised (ex: Fall 2019 or Spring 2020)	Number of hours earned (ex: 8 weeks = 3 hours)	Hours good through (i.e., expire after) (ex: Fall 2020 and Spring 2021)
Institution where hours are to be used	Number of hours to be used	Semester and year hours to be used
Cooperating Teacher's Signature	Cooperating Teacher's Name	Date
Principal's Signature	Principal's Name & phone	Date
Clinical Experiences Director's Signature	<b>Dr. Ginger Blackwell</b> Clinical Experiences Director's Name	Date

***Please read the tuition waiver instructions carefully before contacting the Office of Teacher Education & School Leadership for assistance. The waiver will not be processed if late or without MYNKU number.***

Questions: Shelby Crum  
Academic Assistant  
Phone: (859) 572-5610 | [crums2@nku.edu](mailto:crums2@nku.edu)

Scan and Email: Dr. Ginger Blackwell  
Director of Educational Placements & Internships  
Phone: (859) 572-6320 | [blackwellg1@nku.edu](mailto:blackwellg1@nku.edu)

## Instructions for Tuition Waiver Application for PK-12 Clinical Educators (Cooperating Teachers) of Teacher Candidates

### 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) 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 cooperating teacher must use their tuition waiver 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 2017 semester, the teacher may use the tuition waiver in Spring 2018, Summer 2018, or Fall 2018 semester. If six (6) hours are earned, those hours may be split between multiple semesters.
- 2) Waiver hours for cooperating teachers are earned at three (3) hours per eight (8) weeks of hosting a student teacher. For some placements, students are hosted for sixteen (16) weeks, earning a cooperating teacher six (6) hours of waived tuition.
- 3) The tuition waiver applies only to a waiver of tuition and does not include mandatory site fees, textbooks, or other charges which may be assessed by the course offering institution.
- 4) This waiver covers the tuition for internet courses but does not cover the internet course fees.
- 5) 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.
- 6) Each student must be in good academic and financial standing at Northern Kentucky University.
- 7) A graduate (graduate level) class is a taxable benefit which the student is responsible for reporting.
- 8) All classes are subject to availability each semester; student is subject to all regulations for NKU.
- 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. NO EXCEPTIONS.** This includes information from teacher using waiver, principal's signature, director of clinical experiences' signature, and delivery to the Office of Financial Aid (AC 416).

Tuition Waiver forms are available in the College of Education Office of Teacher Education & School Leadership (MEP 263A). Or email [tece@nku.edu](mailto:tece@nku.edu). Validation will be completed by the director of clinical experiences.

This form must be returned by mail, email, or in person; with all of the necessary information and signatures.

Mail: Attention: Office of Teacher Education & School Leadership  
Northern Kentucky University  
College of Education  
MEP 263A Highland Heights, KY 41099