

COOPERATING & RESOURCE TEACHER TUITION WAIVER PROGRAM

Waivers expire 1 year after completion of semester with student teacher/intern

Waivers are mailed at the end of a semester to make certain the cooperating/resource teacher has completed the term.

*Maximum of 12 hours per academic year

For use at: **Morehead State University**

_____		_____		_____	
First Name	Last Name			Social Security Number	
_____		_____		_____	
Mailing Address	City	State	Zip	Home Phone	
_____		_____		_____	
School District	School			School Phone Number	

This section to be completed by Principal.

I hereby certify the above employee has completed supervision of a student teacher.
 _____ 8 week _____ 16 week

 Principal Signature

I hereby certify the above employee has completed an assignment
 as a KTIP Resource Teacher. _____

 Principal Signature

Indicate the term and year for which this waiver is to be used: _____ Fall _____ Spring _____ Summer Year _____

Indicate the total number of tuition credit hours to be utilized for the term listed above _____

Name of student teacher/intern supervised and the name of the institution _____
 Name Institution Attending

Name of second student teacher (not applicable to KTIP Interns) _____
 Name Institution Attending

Proposed Class Schedule

Dept.	Course & Section Num.	Course Title <u>This does not replace class registration process</u>	Sem.	Time	Days

*Enrollment in the course(s) listed above is subject to space availability.

“A postsecondary institution shall not be required to establish a course to meet teacher request.” (Per KRS Chapter 156, Section 9)

***DEADLINE DATES FOR PROCESSING**

***Must submit form by the last day of regular registration *see class schedule book**

Please mail or fax your completed application to:

**Educational Service Unit
 Morehead State University
 801 Ginger Hall
 Morehead, KY 40351**

**Phone: 606/783-2065
 Fax: 606/783-5015**

Anyone using this form in a fraudulent manner is subject to dismissal from the credit granting institution and any legal implication 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.

Once this waiver form has been completed, the student is responsible for completing all necessary processes at Morehead State University.

1. Admission to the institution must be achieved.
2. Verify acceptance into your program of study, if applicable.
3. Have your class schedule approved and registered at the institution.
4. Submit this waiver form to the Educational Service Unit at Morehead State University.
5. Classes are subject to availability each semester, and the student is subject of all regulations at the institution.

REMINDERS:

***Waivers expire 1 year after completion of semester with student teacher/ intern.**

*Graduate courses are taxable benefits, which the student is responsible to report.

*Each student must be in good academic & financial standing at Morehead State University.

*Timely submission of information allows for better processing of the waiver.

Waiver # _____ Date Mailed _____ # of Waivers _____

Cooperating Teacher & Resource Teacher Tuition Waiver FAQ's

The Educational Service Unit at Morehead State University has established the following procedures for implementing Senate Bill 77, which was enacted by the 2000 General Assembly. Provisions of the bill include:

A cooperating teacher/resource teacher may take a **maximum** of six credit hours per term (Fall, Spring, or Summer) at any public post-secondary institution and pay no tuition.

A teacher may exercise this tuition-free course option only if there is available space within a given course offering, and the institution shall not be required to establish a course to meet a teacher request.

The tuition free course may be used to partially satisfy requirement for an advanced degree.

FREQUENTLY ASKED QUESTIONS

Q: How long does the fee waiver last?

A: **One year!** Example: A cooperating teacher/resource teacher earns six hours for the Fall 2006 term. The teacher may use the six hours in the Spring 2007 term, Summer 2007 term OR the Fall 2007 term. If it is not used in one year, the opportunity to use those six hours expires.

Q: Do I have to use them all at the same time?

A: No! This is why you have a certificate for each 3 hr. course. You may elect to use the 3 hours one semester and 3 hours another semester. (Don't let the one-year window lapse!!)

Q: Could I combine 6 hours from three terms? (Total of 18 hours) and enroll as a full time graduate student?

A: No! Remember the law states a maximum of six hours per term, tuition free. You may take more than six hours per term, however only 6 may be tuition free.

Q: If I serve as both a resource teacher and a cooperating teacher, how many hours have I earned tuition free per term?

A: Twelve (12). However, they must be used within a one year period and only 6 may be used in any given term as tuition free hours.

- Q: How does Financial Aid know how many tuition free hours I'm entitled to?
- A: You must present a valid voucher.
- Q: If I request six hours tuition free for summer one term, may I submit a waiver for six more tuition free hours during summer two or post summer term?
- A: No. Summer I and Summer II constitute one term.
- Q: What if the summer class is full?
- A: Sorry, paying customers come first. The university is not obligated to create another section to satisfy a tuition waiver request.
- Q: I took KTTP training, but have not been assigned an intern. Do I qualify for a tuition waiver?
- A: No. You must be assigned an intern and complete the semester. Waivers are sent out during the last weeks of a semester (per request) to make certain the cooperating/resource teacher has completed the term. Many circumstances occur (intern or cooperating/resource teacher resigns, takes maternity leave, becomes ill, transfers, etc) which prevents the semester from being completed.
- Q: Can I use my tuition waiver at another public post-secondary institution?
- A: Yes! You must provide documented evidence that you are entitled to tuition free credit hours and you must satisfy the waiver request procedures for that institution.
- Q: What if my intern graduated from a private college and works in a public school as an intern.
- A: No problem! The resource teacher is eligible for tuition waivers from any public post-secondary institution.

Should you have additional questions or concerns please contact me at (606) 783-2065.

