

## Tuition Waiver Distribution Policies for School Districts and Agencies

Tuition waivers are provided to school/agency personnel who worked with a teacher candidate in a pre-student teaching experience. ***Unused waivers** may be provided to employees in your district or agency directly associated with teaching and teacher education.*

### **District/Agency Tuition Waiver Distribution Requirements:**

- 1) The Cecilia J. Lauby Teacher Education Center has been informed by State of Illinois Office of the Auditor General that we must require each participating school district or external agency *develop and maintain written procedures* for the distribution of graduate tuition waivers. *These procedures could be subject to audit by the State of Illinois Office of the Auditor General:*
  - a. Written guidelines on how graduate tuition waivers are distributed in your district/agency must be maintained by the district/agency administrative unit. Records for waiver recipients and personnel denied should be maintained for five years from the date the waiver was awarded/denied or at the close of an audit.
  - b. Each district office is required to maintain a record of all licensed personnel in the district eligible to utilize the waivers. Record keeping must also include documentation of those who requested a waiver, but were denied. Documentation must include why a waiver was not provided.
- 2) The University requires each person utilizing a graduate tuition waiver sign the waiver acknowledging: “Misrepresentation or misuse of the benefit will result in termination of your waiver.” This disclaimer is printed on each tuition waiver.
- 3) The authorized agent for the district/agency must fill in the name and University Identification Number (UID) of the person to whom the waiver is issued.
- 4) The waiver must be signed by the authorized agent **and** the employee issued the waiver.
- 5) Please provide a copy of “**Guidelines & Policies for Cooperating Teachers & Administrators Utilizing Graduate Tuition Waivers**” to all recipients, as new requirements must be met by each graduate student wishing to use our tuition waiver.

Again, we truly appreciate your continued support of our teacher education programs at Illinois State University and thank you in advance for your cooperation in implementing these policies.



CECILIA J. LAUBY

**TEACHER EDUCATION  
CENTER**  
Illinois State University

**STATE**  
your commitment.

## **Guidelines & Policies for Cooperating Teachers & Administrators Utilizing Graduate Tuition Waivers**

Thank you! We truly appreciate your mentoring our pre-student teaching candidates and are pleased to provide you with a graduate tuition waiver. Please know the following *are new policies and guidelines, effective July, 2017*, which must be followed by those directly associated with teaching and teacher education, wishing to use an Illinois State University graduate tuition waiver:

**Policy #1:** Waivers must be submitted to the *Cecilia J. Lauby Teacher Education Center* **after registering for the course, but by the due date listed below, based on the semester the waivers are used.** Late submission of the tuition waiver will not be accepted.

- For waivers being used for **Fall 2017**, the due date is **November 15, 2017**.
- For waivers being used for **Spring 2018**, the due date is **April 15, 2018**.
- For waivers being used for **Summer 2018**, the due date is **July 15, 2018**.

**Policy #2:** Expired waivers cannot be reissued.

**Policy #3: Eligibility Requirements/ Criteria** - Tuition waivers will be accepted for any traditional graduate course offered by Illinois State University provided:

- The *user has been accepted* into Illinois State University as a graduate student with the designation “Fully admitted to a degree program” or “Visiting Graduate Student.”
- The *user* has applied to their school district/agency administrator in order to request tuition waivers. Policies regarding the distribution and allocation of tuition waivers are developed on an individual school district/agency basis.
  - **The professional using the tuition waiver must be directly associated with teaching and teacher education.**
- The *authorized district agent and the user* complete their respective portions of the tuition waiver(s)
- The *user* downloads and completes the “Statement of Registration Compliance Form for State of Illinois Scholarship/ Grant Recipient” (*aka “Selective Service Form”*) at:  
<https://education.illinoisstate.edu/teacher/cooperating/> **returning** it with their *completed and signed tuition waiver(s)*.
- Please mail both documents to:

**The Cecilia J. Lauby Teacher Education Center  
Illinois State University  
Campus Box 5440  
Normal, IL 61709-5440  
Attn: Jamie Watson- Grad. Tuition Waiver**

- Each tuition waiver used will reduce your bill by *one* semester hour of tuition charged.
- *Fees are not covered* by the tuition waiver and will need to be paid to Illinois State University.
- Payment for the remainder of your bill (e.g. fees and any additional semester hours charged) must be paid to the *Student Accounts Office*. Please review their website for payment options.
- In order to obtain a refund, in the event of withdrawal from the course(s), official withdrawal through the *Office of the University Registrar* must be made by the university’s withdrawal deadline. The tuition waiver dollar equivalent will not be refunded and the waiver coupon will not be returned; coupons are void once they are turned into the university. However, if the above conditions are met, any personal monies expended for registration will be refunded.

**Authorized Agent: Please provide a copy of this page to each of your tuition waiver recipients.**