

UNIVERSITY OF ILLINOIS AT SPRINGFIELD

Office of Financial Assistance
University Hall, Room 1015
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Springfield, Illinois 62703-5407
(217) 206-6724



University of Illinois at Springfield (UIS) Cooperating Teacher/Principal Tuition Waivers FAQ

What is the cooperating teacher tuition waiver program?

The University of Illinois Board of Trustees offers the cooperating teacher/ principal/ university supervisor tuition waiver program to express appreciation for the assistance of cooperating teachers in educating University of Illinois students and welcoming prospective teachers into their classrooms.

Who is eligible?

Teachers who have supervised a UIS student teacher in either the fall or spring semester of a calendar year are eligible to receive one tuition waiver for one UIS course (maximum four (4) credit hours).

Building principals where UIS student teachers have been assigned are eligible to receive one tuition waiver (maximum four (4) credit hours) for each student supervised.

University Supervisors who have supervised a UIS student teacher in either the fall or spring semester of a calendar year are eligible to received one tuition waiver for one UIS course (maximum four [4] credit hours).

The maximum number of waivers awarded will be one per teacher, principal, or university supervisor per year. For university supervisors, this is in lieu of pay.

When may the waiver be used?

The waiver is to be used within three (3) semesters (fall, spring, summer) following completion of service.

Can someone else use my waiver?

Waivers are non-transferable.

Is this benefit taxable?

Yes, this is taxable.

Do I have to pay fees?

Some mandatory fees are not covered by the tuition waiver. For a complete listing and description of mandatory fees, please visit <http://www.uis.edu/registration/tuition/> and select the appropriate semester.

What must I do to obtain my waiver?

1. Submit completed waiver form to the Financial Assistance Office by the deadline on the form **(NOTE: TEP DOES NOT PROCESS THE WAIVER)**
2. Contact the financial aid office at UIS [(217) 206-6724]; contact person is Ella Howell.
3. Apply to UIS to be admitted as a graduate student [(217) 206-6626]

NOTE: Tuition Waivers will not be issued until you have returned the required paperwork (i.e. regular evaluations and final evaluation, cooperating teacher statement, or principal statement, or university supervisor reports). Also, you must submit the Request for Teacher Education Waiver form directly to financial aid. (TEP does not forward or process this form).

Do I have to use my waiver for graduate courses in teacher education courses?

No, the waiver may be used for any UIS course. However, only graduate courses (400 and higher) may be counted toward graduate degrees.