

Supervising and Resource Teacher Tuition Waiver Program Policy Guidelines

Eastern Kentucky University

Public school teachers are eligible for enrollment in tuition-free courses upon verification of the **completion of assignment*** as a supervising teacher or resource teacher under the Kentucky Teacher Intern Program (KTIP).

- As per State directive, teachers are eligible for tuition-free courses on a space available basis only
- Teachers may receive service credit for the completion of a maximum of two assignments* per academic year. The maximum number of tuition-free hours is 12 semester hours per academic year.
- Course eligibility must be used within **one-year** after the end of the term during which the service was performed. Credits expire if unused after one-year and are not transferable.
- Teachers are responsible for payment of all required fees, book and supplies in addition to any application cost and are responsible for gaining admission to the Graduate School (or Program) where applicable.
- Completed eligibility forms should be submitted to the Scholarship Office at EKU.

***Assignment completion is defined as:**

- The completion of the supervision of a student teacher for a 16-week (twelve-semester hour) term including submitting the final evaluation, qualifies a teacher for 6 hours of free tuition.
- The completion of an 8-week student teaching assignment including submitting the final evaluation, qualifies a teacher for 3 hours of free tuition.
- The completion of the supervision of a Kentucky Teacher intern as signified by the submission of the KTIP final report.
- Assignments are verified by the building principal (or superintendent) and are processed by the University Scholarship Office. (form provided)

The University reserves the right to modify policy, procedures and program eligibility.

SUPERVISING & RESOURCE TEACHER TUITION WAIVER PROGRAM

(Maximum of 12 hours per academic year)

Date: _____

For use at : Eastern Kentucky University

Full Name _____

Social Security Number _____

Mailing Address _____ City _____ St _____ Zip _____

Phone Number _____

School District _____ 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's Signature _____

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

Principal's Signature _____

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

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

Name of student/intern supervised and the name of the institution. _____

Student/Intern Name _____ Institution Attending _____

Proposed Class Schedule *

| Dept. | Course and Section Number | Course Title <small>(This does not replace the class registration process)</small> | Semester | Time | Days |
|------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------|----------|------|------|
| | | | | | |
| | | | | | |
| | | | | | |
| Total number of class credit(s) to be used at the listed institution: | | | | | |

*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

RETURN FORM TO:

Scholarship Office
c/o Scholarship Coordinator
SSB CPO 56
521 Lancaster Avenue
Richmond KY 40475-3156
Phone: 859-622-8032 Fax: 859-622-8479

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.

Once this waiver form has been completed, the student is responsible for completing all necessary processes at Eastern Kentucky 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.
(Schedule must be processed each semester of attendance.)
4. Submit this waiver form to the Scholarship Office at Eastern Kentucky University.
(This form must be completed and submitted to the institution each semester classes are taken.)
5. Classes are subject to availability each semester, and the student is subject to all regulations at the institution.

REMINDERS:

- * Graduate courses are taxable benefits, which the student is responsible to report.
- * Each student must be in good academic & financial standing at Eastern Kentucky University
- * Timely submission of information allows for better processing of the waiver