



Cooperating Teacher Tuition Waiver Program

Eastern Kentucky University recognizes the valuable contribution Cooperating Teachers make in helping prepare student teacher candidates and supporting them during their student teaching experience. The tuition benefit policy established by the Kentucky Legislature (KRS Chapter 164.2845) states:

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 teacher 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.

Policy Guidelines:

- 1) Cooperating Teachers may only receive tuition credit for the completion of a maximum of 2 (two) 16-week **placements*** per academic year. The maximum number of tuition free credit hours is 12 semester hours per academic year.
- 2) Credit hours must be used within 1 (one) year after the end of the term during which the service was performed. This allows the Cooperating Teacher three semesters (summer, fall and spring) in which to use the benefit. Credit hours expire if unused after 1 (one) year and are **NOT** transferable.
- 3) Per KRS Chapter 156, Section 9, Cooperating Teachers are eligible for tuition free courses on a space available basis only. "A postsecondary institution shall not be required to establish a course to meet teacher request."
- 4) Cooperating Teachers must follow all requirements for admittance into EKU undergraduate or graduate school.
- 5) Cooperating Teachers must be in good academic and financial standing at EKU.
- 6) Cooperating Teachers are responsible for payment of all required application costs, fees, books and supplies.

- 7) Cooperating Teachers must submit a tuition waiver form (attached to this pdf) for each semester they intend to use the benefit.
- 8) Completed tuition waiver forms should be brought, mailed or emailed to the Office of Clinical Experiences. Their contact information is as follows:

Office of Clinical Experiences
521 Lancaster Ave.
Combs Bldg., Rm. 425
Richmond, KY 40475
(859) 622-1544
ekustudentteaching@eku.edu

- 9) As a reminder, graduate courses are taxable benefits, for which the Cooperating Teacher is responsible to report on their taxes.

***Placement Completion is Defined As:**

- 1) Submission of the EPSB Cooperating Teacher Assignment report. Completed and submitted by the Office of Clinical Experiences, this report will ensure completion of all mandatory Cooperating Teacher trainings; and
- 2) The completion of the supervision of a student teacher candidate for an 8-week placement, including submission of all required Taskstream key assessments, qualifies a Cooperating Teacher for 3 credit hours of free tuition; a 16-week placement, is granted 6 credit hours of free tuition.

**Eastern Kentucky University reserves the right to modify
policy, procedures and program eligibility.**

