Cooperative Teacher Waivers/Tuition Credit Voucher

Policy Statement

Tuition credit vouchers are issued to facilities in appreciation for their personnel supervising students on a clinical experience through the University’s School of Education or High School Program. Vouchers may be used by the clinical supervisor/cooperating teacher this certificate was issued to, their dependent or any employee of the facility (with proper proof of employment). Certificates must be utilized prior to the printed expiration date.

Reason for Policy

This policy outlines the guidelines relating to tuition credit vouchers issued to clinical supervisors and cooperating teachers.

Who is Governed by this Policy

Students, Faculty and Staff

Policy

Many schools, like Adelphi, offer tuition waiver certificates or tuition credit vouchers to school districts or agencies which have provided student teaching and field placement experiences to its students. It provides a means for these mentors to attend a limited number of classes free of charge so that they can continue their own professional development.

These waivers have expiration dates and are limited to no more than 6 credits per semester and 12 credits per academic year.

The School of Education has included these policies on the use of these waivers in the manual given to each cooperating teacher’s school district.
These certificates are not permitted to be bought or sold.

Adelphi has a generous package of tuition remission benefits for its employees and their dependents as well as tuition exchange and graduate assistantships.

**Definitions**

This policy does not have definitions associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

**Procedures**

Students wishing to use these authorized vouchers must return them to the Office of Student and Financial Services prior to the bill due date.

**Forms**

All authorized vouchers are prenumbered and are computer generated by the issuing Academic Unit.

**Related Information**

This policy does not have related information at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

**Policy Owner**

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## Document History

- Last Reviewed Date: 10/20/17
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- Policy Origination Date: Not known

## Who Approved This Policy

Michael J. McLeod

## Tags

Students, Faculty, Staff

## Additional Information for Policy Library

- The entire internal community (anyone with an Adelphi account can view)
- Students
- Faculty
- Staff and Administration