

**Western Illinois University**  
**Tuition Waiver Program**  
**Teacher Education**  
**Usage of waivers**

[www.wiu.edu/goteach](http://www.wiu.edu/goteach)

1. A waiver is valid for 2 years (six semesters) from the semester in which the waiver was awarded.
2. Waivers must be **applied and used** by the last official day of the semester identified on the waiver. Waiver may not be used for coursework to be taken after the semester waiver expires.
3. Waivers may be transferred to an educator in another district. This waiver must be used for graduate credit and is valued at one semester hour of tuition and fees.
4. **Waivers may not be sold.**
5. Educator (cooperating professional) must provide the following information when using the waiver:
  - Note the term to be used
  - Provide your WIU ID number
  - Sign the waiver
  - Print your name
  - Copy of your Current Credential form from ISBE (isbe.net/ecs) to verify your certification or copy of certification from another state
  - Mail waiver and Current Credential form to WIU if using waiver
6. Educator receiving a transferred waiver must:
  - Note the term to be used
  - Provide his/her ID number
  - Be sure the educator who was granted the waiver has signed it
  - Sign the waiver
  - Print your name
  - Copy of your Current Credential form from ISBE (isbe.net/ecs) to verify your certification or copy of certification from another state
  - Mail waiver to WIU

(See reverse for answers to Frequently Asked Questions)

## FAQ

1. Do after school and tutoring activities count toward tuition waivers? **No**
2. Can the tuition waivers be given to someone else? **Yes, if the user has a teaching certificate. An undergraduate student cannot use them.**
3. How long are the waivers valid? **2 years from the semester of the experience.**
4. Can waivers be faxed to the university? **No, the originals are required.**
5. How many student hours in the classroom are equal to one waiver? **30 hours**
6. What if the waivers are lost or misplaced? **Contact the university and request copies be made.**
7. Can the waivers be transferred to another certified teacher? **Yes, complete the information on the waiver and give to the certified teacher.**
8. What should the mentor teacher do if he/she did not receive a tuition waiver request form (white paper)?  
**Contact the university supervisor who made the placement arrangements or contact Jacqlin Richmond at 309-298-1281 or [J-Richmond@wiu.edu](mailto:J-Richmond@wiu.edu).**
9. What should the mentor teacher do if he/she did not receive the tuition waivers for mentoring a student teacher? **Contact Jacqlin Richmond at 309-298-1281 or [J-Richmond@wiu.edu](mailto:J-Richmond@wiu.edu)**
10. Can the tuition waivers be renewed after they have expired? **No**
11. How many semester hours of class is each waiver worth? **One semester hour**
12. What happens to the waiver if the mentor teacher makes a total university withdrawal from class/classes after submitting the waivers to the university? **Upon request, the waivers can be transferred to another semester (unless they have expired) or mailed back to the mentor teacher.**