

**STATE UNIVERSITY OF NEW YORK  
SUPERVISING/CRITIC TEACHER STIPEND/WAIVER ELECTION FORM**

This election form entitles the supervising/critic teacher named below to a choice of a stipend or a waiver of tuition as specified below. The waiver of tuition is valid at any state-operated unit of the University. In the event the named teacher chooses not to use the certificate, the waiver of tuition portion may be transferred to the school system in which service as a supervising/critic teacher was rendered for use by other professional staff members of that school system. Selection of alternate employees shall be made by the chief administrative officer of the school system in accordance with such procedures that the school system may establish. In order to transfer a certificate, complete item #11 on the actual certificate. A certificate may NOT be transferred DIRECTLY to other employees, nor may the stipend alternative be used by anyone except the originally named recipient. The waiver of tuition certificate does not exempt the holder from fees and/or charges other than the amount of tuition specified. Once the stipend or tuition waiver is selected, whichever choice you make is final. This form must be returned no later than the last day of the placement during which you supervise to receive your stipend/waiver.

\*\*\***MUST BE HOME ADDRESS**\*\*\*

**NAME AND MAILING ADDRESS OF SUPERVISING TEACHER:**

**School District:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Candidate Supervised:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Fall :** \_\_\_\_\_ **1<sup>st</sup> Quarter or 2<sup>nd</sup> Quarter**  
**or** (Year)  
**Spring :** \_\_\_\_\_ **(Circle One)**  
(Year)

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Select one:**  \$200 Cash Stipend **or**  \$250 Waiver of Tuition

**School E-mail:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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A Tuition Waiver Certificate may be used by any authorized holder during the 25-month period it is valid in accordance with the items below.

1. An authorized holder is a supervising/critic teacher or any professional staff employee in the school system in which service as a supervising/critic teacher was rendered provided that all transfer provisions on the certificate are completely filled in and signed by the supervising/critic teacher and by the chief administrative officer of the school system.
2. The authorized holder must meet all requirements for admission to the course or program in which enrollment is sought.
3. A combination of certificates may be applied to a combination of courses.
4. If a certificate(s) is applied to a course(s) of less than the dollar amount of the certificate (\$250), the remaining balance of the certificate(s) is canceled. A refund for the difference will not be given.
5. Tuition will be charged for costs in excess of the dollar amount of the certificate(s) presented at registration.
6. Tuition charges may be waived up to a maximum of \$250 for each certificate.
7. A Tuition Waiver Certificate, which has been submitted as payment for a course, will be returned to the student ONLY if there is withdrawal from the course at a time when there is no tuition liability.
8. The effective date of the certificate is the beginning of the next academic period immediately following the academic period which the service was rendered.
9. A critic teacher stipend or waiver is considered taxable income by New York State and is treated as 1099 eligible. When total 1099 eligible income reaches \$600 from the same employer (i.e., New York State) in a calendar year, a 1099 is automatically generated.
10. The course to which this tuition waiver certificate is being applied must commence prior to the designated certificate expiration date.

**Return to:** **Director of Field Experience and Certification**  
**Department of Education and Human Development**  
**The College at Brockport**  
**State University of New York**  
**350 New Campus Drive**  
**Brockport, NY 14420-2958**  
**PHONE: (585) 395-2596**

**FAX #: (585) 395-2319**

*Tuition Waiver 08/11*