



The University of Louisville recognizes the valuable contribution teachers make in helping prepare pre-service teachers and supporting them during their internship 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.

The University of Louisville is pleased to offer a way of acknowledging the contributions of teachers by supporting this policy. The following information is to help clarify the parameters and procedures involved in offering the tuition benefits.

### Eligibility

#### **YOU MUST BE ADMITTED TO THE UNIVERSITY OF LOUISVILLE**

- You must be a teacher in the state of Kentucky
- You may be eligible for tuition benefits if you meet one of the following criteria:
  - You are a cooperating teacher providing the supervision of a student teacher.
  - You are a resource teacher for a KTIP intern. KTIP Resource Teachers are required to complete two consecutive semester of service, however one form may be submitted at the completion of each semester.
- Credit hours earned are calculated as follows (*benefit is based on the duration of the role rather on the number of student teachers or interns*): 5-9 weeks total semester service = 3 credit hours. 10-15 weeks total semester service = 6 credit hours. **Students may earn a maximum of 6 credit hours per semester.**
- Credit hours earned expire one year from the service end date. For example, if a teacher is a cooperating or resource teacher in the spring, those credit hours earned will expire the following spring. This gives the teacher three semesters (summer, fall, and spring) in which to use the benefit before the hours expire.

### Procedures

#### **ADMISSION TO THE UNIVERSITY OF LOUISVILLE IS REQUIRED BEFORE COMPLETING THE FOLLOWING:**

- Complete the Tuition Benefit Certification Form for Supervising and Resource Teachers available on the web at <http://louisville.edu/financialaid/tuition-waivers>.
- **Return the Certification Form after the completion of your supervisory or resource role, principal signature included to the Student Financial Aid Office. Completed application must be received by the STUDENT FINANCIAL AID OFFICE BEFORE THE END OF THE REGULAR REGISTRATION PERIOD.** All applications received after the regular registration period can be used for tuition in a subsequent term if eligible, but will not be honored for the current semester. Additionally, benefit hours cannot be redeemed during the semester in which the supervising or resource teacher is serving in that role.
- Email confirmation will be sent to your University email account. The email will contain the number of hours earned, along with the semester of expiration. Hours are not valid or applicable until approval is received from the Student Financial Aid Office.
- Follow all regularly established procedures for applying for graduate studies, advising for programs, and registering for classes. **REGISTRATION MUST BE COMPLETED BY THE LAST DAY OF THE REGULAR REGISTRATION PERIOD TO RECEIVE TUITION BENEFITS IN THAT SEMESTER.** There must be available space within a given course offering. The University is not required to establish a course to meet teacher requests. No more than 6 credit hours of tuition benefits will be available in any given term.
- Benefits will automatically be awarded for each semester you are enrolled until your eligibility ends. It is the responsibility of the teacher to keep track of hours used and hours remaining. A new certification form is only required when you have updated teaching information to provide.
- For additional information, contact Rachel Kirk at 502-852-8379 or [rachel.kirk@louisville.edu](mailto:rachel.kirk@louisville.edu).

Tuition Benefit Certification for  
Supervising and Resource Teachers  
KRS 164.2845  
Coordinator: Rachel Kirk  
Email: [rachel.kirk@louisville.edu](mailto:rachel.kirk@louisville.edu)



Student Financial Aid Office  
University of Louisville  
Louisville, KY 40292  
Phone: 502-852-5511  
Fax: 502-852-0182

Name: \_\_\_\_\_ Student ID \_\_\_\_\_

**School Information:**

School: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Principal's Name (printed): \_\_\_\_\_

**Teaching Role:**

**Supervising Teacher**

Cooperating Teacher – *I am a cooperating teacher providing supervision of a student teacher*

Resource Teacher – *I am a resource teacher for a KTIP Intern.*

**Teaching Duration\*:**

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Fall of \_\_\_\_\_ (year)     Spring of \_\_\_\_\_ (year)     Summer of \_\_\_\_\_ (year)

\*Credit hours earned are calculated as follows (**benefit is based on the duration of the role rather on the number of student teachers or interns**): 5-9 weeks total semester service = 3 credit hours. 10-15 weeks total semester service = 6 credit hours. **Students may earn a maximum of 6 credit hours per semester. Credit hours earned expire one year from the service end date.**

**Student Teacher(s) or Intern(s) Information**

Name(s): \_\_\_\_\_

Institution(s): \_\_\_\_\_

**TEACHER:** *I certify that I have read and understand the eligibility and procedure page that accompanies this application, available at <http://louisville.edu/financialaid/tuition-waivers>. The information listed above is accurate and I currently teach in the state of Kentucky. I understand that I must register for classes and return this application full completed to the Student Financial Aid Office **BEFORE THE END OF THE REGULAR REGISTRATION PERIOD to be considered for tuition benefits during that semester.** I also understand that this application cannot be submitted until the completion of my cooperating or resource role and that the benefit is based on the duration of the role rather than the number of student teachers or interns.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRINCIPAL:** *I certify that the above individual has completed their supervisory or resource role and the information listed is accurate. I understand that this application cannot be signed and dated until the completion of the above mentioned cooperating or resource teachers service.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only:

Revised 4/12/2016

Hours Earned	Expiration	Hours and Semesters Used