

***Please share this information
with all members of your district.***



**Northern Illinois
University**

Instructional Waiver Policies

University Office of Educator Licensure & Preparation

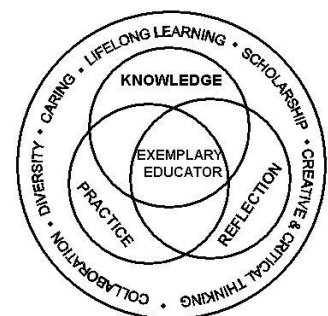
- I. NIU instructional waiver credit hours will be issued to the district for each NIU student per clinical course per academic term**, regardless of the number of district personnel that may have been involved in the supervision of the student.
- II. Instructional waiver credit hours may only be redeemed by a professional employee or members of the professional staff of the district to which the waiver is issued**, as stated in the Clinical Education Site Agreement. “Professional employees” shall be defined as those Educator Licensed personnel employed by the district. “Professional staff” shall be defined as teacher aides and substitute teachers who have worked a minimum of 20 days during the past academic year for the district.
- III. The Office of the Bursar does not refund unused portions of a waiver.** Withdrawal from a course after the official drop date will result in forfeiture of the instructional waiver credit hours. Withdrawal from a course prior to the official drop date will result in the instructional waiver credit hours being returned to the district for reassignment as they choose.
- IV. Valid instructional waiver credit hours must be redeemed prior to the last day of the academic term in which a course is taken.** HOWEVER, ALL APPLICABLE UNIVERSITY PROVISIONS REGARDING PAYMENT PROCEDURES AND FINANCE CHARGES OR LATE FEES WILL APPLY AND ARE THE RESPONSIBILITY OF THE STUDENT ENROLLED IN THE COURSE.

FOR EXAMPLE, WAIVER CREDIT HOURS NOT RECEIVED BY THE FIRST UNIVERSITY BILL PAYMENT DATE WILL ACCRUE FINANCE CHARGES THAT WILL BE THE RESPONSIBILITY OF THE STUDENTS.

Waiver reports are issued to districts in April and again in November. **Districts are encouraged to track the usage and balance the additional waivers each semester. Waivers cover only the instructional portion of tuition for the number of hours issued to the cooperating teacher by the district.** Forms must be received with district information or they will be considered invalid. Waivers do not cover any registration fees that may apply, International Programs/Study Abroad, or Cost Recovery Contract Courses.

- V. Expiration of Waiver Credit Hours**
Tuition waiver credit hours are issued from the University Office of Educator Licensure and Preparation. They are valid for **two years** and **will not be extended**.

Questions about the above policies should be referred to the University Office of Educator Licensure and Preparation, Northern Illinois University, DeKalb, IL 60115, 815-753-0846.



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