

**State University of New York at Oneonta  
Supervising/Critic Teacher  
Stipend/Waiver Election Form**

OFFICE USE ONLY	
Waiver or Stipend # _____	
Voucher # _____	

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.

1. Name and Address of Supervising/Critic Teacher (please print)

Name		
Street or P.O. Box #		
City	State	Zip

2. School District Name .....

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3. Name of Student Supervised .....

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*Note: A **separate** form must be completed for **each** student supervised.*

4. I choose:     a \$200 cash stipend     a \$250 waiver of tuition

**Note: Selection may not be changed after stipend or waiver has been issued.**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

- Stipend/waiver forms are processed during the semester **as time permits**.
- Please allow one month from the end of the semester before making inquiries on the status of your stipend/waiver.
- Upload this form as soon as possible to the OEPS secure dropbox:    **Office of Educator Preparation Services (OEPS)**
- The form may also be sent via FAX to: **(607) 436-3799**                            **SUNY Oneonta**

**A Tuition Waiver Certificate may be used by any authorized holder 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 cancelled. 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 in which the service was rendered.
9. A critic teacher stipend 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.
11. A Tuition Waiver Certificate expires 25 months from the date of issuance. State University of New York policy dictates that extension cannot be given.