



SCHOOL OF EDUCATION
Nazareth University

REMUNERATION GUIDELINES

We appreciate your collaboration with us, supporting teacher education at Nazareth University. We truly value your commitment and your contribution to our profession. Therefore, we offer remuneration as a token of our appreciation. Nazareth University School of Education offers the following options for remuneration:

OPTION 1: CASH HONORARIUM

- This honorarium is a check made payable to the School-Based Teacher Educator.
- The check amount varies based on the length of the candidate's placement and whether you share supervision with another teacher:
 - Half-Semester Placement: \$200
 - Full Semester Placement: \$400
 - If you share the supervision of the teacher candidate with another SBTE (such as a co-teacher), you will receive half of the remuneration amount listed above based on the length of the placement.

OPTION 2: TUITION WAIVER - PROFESSIONAL DEVELOPMENT

- This is a credit tuition waiver for undergraduate and graduate courses at Nazareth University.
- The amount waived varies based on the length of the candidate's placement and whether you share supervision with another teacher:
 - Half Semester Placement: a one-and-one-half credit tuition waiver
 - Full Semester Placement: three credit tuition waiver.
 - If you share the supervision of the teacher candidate with another SBTE (such as a co-teacher) for the full semester you are eligible to receive half of the remuneration amount listed above based on the length of the placement.
 - Note, that this option is not available for SBTEs who share the supervision of a teacher candidate for a half-semester placement.
- The tuition waiver is **not transferable**.
- The tuition waiver must **be used any one of the next nine consecutive registration periods** and may not be extended, for any reason, beyond this time-period. (Please note: Summer Session I and II are considered one semester/registration period).
- Active waivers need to be presented at the time of registration in order to be applied to the current student bill.
- See Graduate Catalog for the complete statement of Tuition Waiver Acceptance Policy.
http://catalog.naz.edu/content.php?catoid=87&navoid=2375#tuition_waiver

REMUNERATION TIMELINE:

- Approximately **two weeks before the candidate's placement comes to an end**, you will receive an email with the remuneration guidelines, the remuneration selection form and a W-9 form.
- Please print the remuneration selection form and W-9 and fill it out completely.
 - Note: if you have previously completed a W-9 for Nazareth University you do not need to submit an additional one.
- Please **mail (via the US Postal Service) the selection form and W-9 to the Office of Clinical Experiences and Partnerships by the final day of the teacher candidate's placement**.

Nazareth University
Attn: Office of Clinical Experiences and Partnerships
Golisano Academic Center, Room 277
4245 East Avenue
Rochester, NY 14618

- If we do not receive your remuneration selection form **within a week after the placement ends**, there may be a delay in processing.

Thank you again for your continued partnership with Nazareth University. We look forward to continuing our relationship with you!!