



NAZARETH COLLEGE

Remuneration Guidelines

We appreciate your collaboration with us, in support of teacher education at Nazareth College. We truly value your commitment and your contribution to our profession. Therefore, we offer a remuneration as a token of our appreciation.

The Nazareth College 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 College.
- 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, 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.
- You may be required to pay taxes on your tuition waiver.
 - SBTEs in Participating School Districts do not pay taxes as the district assumes the responsibility of paying tuition waiver taxes. (please contact the office if you have a question about this)
 - SBTEs in Non-Participating School Districts must pay taxes on their tuition waiver as stated by the guidelines of the IRS.
 - A list of Participating School Districts can be found at the end of this document.
- See Graduate Catalog for the complete statement of Tuition Waiver Acceptance Policy.
 - http://catalog.naz.edu/content.php?catoid=87&navoid=2375#tuition_waiver

OPTION 3: ARTS CENTER VOUCHER

- This is a credit towards the Nazareth College Arts Center.
- The credit amount varies based on the length of the candidate's placement and whether you share supervision with another teacher:
 - Half- Semester Placement: \$200 value
 - Full Semester Placement: 400 value
 - If you share the supervision of the teacher candidate with another SBTE (such as a co-teacher), you will receive half of the remuneration credit based on length of the placement.
- Arts Center Vouchers are issued twice a year. Below you will find the issuance dates:
 - Summer B or Fall Placements- January (if remuneration selection form received by December 31st)
 - Spring and Summer B Placements- July (if remuneration selection form received by June 30th)
- If choosing an Arts Center Voucher, please refer to the Art Center redemption information on the next page.

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.
- 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 College
Attn: Colleen Burrell
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 College. We look forward to continuing our relationship with you!!

Art Center Redemption Information

Upon the Arts Center's receipt of your request for Arts Center credit, you will be notified by an auto-generated email that you have been issued a voucher by the Arts Center which will include the voucher number. You may log into your account using the email address that you provided on your remuneration request. Please go to <https://www2.naz.edu/arts-center/> to view the events. You may filter by touring or browse the entire College's offerings.

Once you have selected an event that you wish to attend and to check out, please go to **My Account** to sign in.

If you have an existing Arts Center account that is tied to the email address that you provided on your remuneration request please sign in. If this is the first time accessing your online Arts Center account, select **Forgot My Password** and you will be prompted to insert your email address.

Select **Email My Password** link. The system will generate a link from which you'll be able to change your password and access your account and voucher.

Insert the voucher number that you were previously sent at the checkout and select **Redeem**. You may use part of or the entire amount of your voucher. You will be able to access any remaining balance at any time by the same process. If your order exceeds the voucher value you will be prompted to add your credit card payment for any balance due.

You will find that this enhancement will provide you with immediate accessibility of your voucher. No more waiting for confirmation of your benefit, you will have 24-7 online access to your credit.

Feel free to contact Deb Foster 585-389-2172 with questions on how to use your voucher. For questions regarding your remuneration please contact your respective field supervising office.

PARTICIPATING SCHOOL SYSTEM

1. Allendale Columbia School
2. Aquinas Institute of Rochester
3. Avon Central School District
4. BOCES: Wayne Finger Lakes
5. Brighton Central School District
6. Caledonia-Mumford School District
7. Canandaigua City School District
8. Churchville-Chili Central School District
9. Clyde-Savannah Central School District
10. Cobblestone School
11. Diocese of Rochester
12. East Bloomfield School District
13. East Irondequoit Central School District
14. East Rochester Union Free School District
15. Fairport Central School District
16. Finger Lakes United Cerebral Palsy Assoc.
17. Gananda Central School District
18. Gates-Chili Central School District
19. Geneva City School District
20. Greece Central School District
21. The Harley School
22. Hillside Children's Center
23. Hilton Central School District
24. Honeoye Falls-Lima School District
25. Livonia Central School District
26. Lyons Central School District
27. Manchester-Shortsville School District
28. Marcus Whitman Central School District
29. Marion Central School District
30. McQuaid Jesuit High School
31. Newark Central School District
32. The Norman Howard School
33. North Rose-Wolcott CSD
34. Palmyra-Macedon Central School District
35. Penfield Central School District
36. Phelps-Clifton Springs School District
37. Pittsford Central School District
38. Rochester City School District
39. Rochester School for the Deaf
40. Roosevelt Children's Center
41. Rush-Henrietta Central School District
42. Seneca Falls Central School District
43. Sodus Central School District
44. Spencerport Central School District
45. Victor Central School District
46. Wayne Central School District
47. Webster Central School District
48. West Irondequoit Central School District
49. Wheatland-Chili Central School District
50. Williamson Central School District