



Community Unit School District 303

Department of Human Resources

Tuition Waiver Process and Procedures for Northern Illinois University

Tuition 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.

Expiration of Waiver Credit Hours

Tuition waiver credit hours are issued from the University Office of Teacher Certification at NIU. They are valid **for two years** and **will not be extended**.

In order for tuition waivers to apply, **all of the following criteria must be met:**

1. If planning on using waivers, you must sign up for the course and forward a copy of your NIU class schedule and your “Z” number (NIU ID) along with the tuition waiver request form.
2. Requests for tuition waiver credits should be sent to HR within one month after course enrollments opens at NIU using the tuition waiver request form.

Tuition waivers are not unlimited and are only available as we receive them. There is no guarantee that the number of hours of credit you request is what will be distributed to you. You will be notified of the exact amount at the time of distribution.

Valid tuition 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.

The NIU 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 tuition waiver credit hours. Withdrawal from a course prior to the official drop date will result in the tuition waiver credit hours being returned to CUSD 303 for reassignment.

Questions about the above policies and procedures should be referred to Cindy Kummet, Human Resources Administrative Assistant, CUSD 303 Administrative Center. Phone: 331-228-4915. E-mail: cynthia.kummet@d303.org

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