



**COLLEGE OF EDUCATION AND HUMAN SERVICES
THE OFFICE OF FIELD PLACEMENT AND STATE CERTIFICATION**

2083 Lawrenceville Road, BFH 116
Lawrenceville, New Jersey 08648
609-896-5175

COOPERATING TEACHER STIPEND REQUEST FORM

*This form **MUST** be accompanied by a signed **W-9 form**.*

Please print clearly:

SEMESTER & YEAR	STUDENT TEACHER		SCHOOL
[<input type="checkbox"/>] FALL [<input type="checkbox"/>] SPRING _____			
COOPERATING TEACHER(S)	GRADE LEVEL(S)	CLASS (ie GenEd, SpecEd, Inclusion, ESL, French, etc.)	PLEASE INDICATE CHOICE OF PAYMENT
			[<input type="checkbox"/>] Honorarium or [<input type="checkbox"/>] Tuition Remission
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Honorarium:

The standard honorarium for a cooperating teacher who has a student teacher for the whole semester and is the only cooperating teacher is \$250.00. **Fractional parts of that honorarium are assigned to cooperating teachers who have a student teacher for fewer than the 15 weeks OR share the duties of cooperating teacher with another teacher.**

Tuition Remission (in lieu of an honorarium):

The standard non-transferable, Rider University tuition remission for a cooperating teacher who has a student teacher for the whole semester and is the only cooperating teacher is \$600.00. Again, if you choose this option and have a student teacher for half the semester, the tuition remission would be \$300. **Fractional Tuition Remission(s) apply based on fewer weeks/shared duties. The tuition remission must be used within one calendar year from the end of the semester in which you hosted a student teacher.**

[IMPORTANT: In order for the tuition remission to be credited towards your account, please contact certificationoffice@rider.edu or 609-896-5175 to receive and complete a tuition remission form when you register for the course.]

DUE DATES:

Please submit all required paperwork before the end of the semester in which you host a student teacher.

Paperwork may be mailed to the address above, emailed to certificationoffice@rider.edu, or faxed to 609-896-5282.

[Note: In order to receive the Honorarium or Tuition Remission, a signed W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) MUST be completed and submitted with this form.]