



**UNIVERSITY OF MASSACHUSETTS AMHERST**  
**TUITION WAIVER POLICY FOR SUPERVISING PRACTITIONERS**

1. Each semester, University schools or departments using field sites will make available a number of course waivers to each cooperating institution equal to the number of practicum students assigned for the required minimum time during that semester (see #2). A cooperating staff member may be responsible for more than one practicum student, and therefore eligible for more than one course waiver. Where several staff members have been responsible for supervising a single practicum student, only one staff member may receive a course waiver.
2. Course waivers shall be awarded to cooperating staff members on the basis of one four-credit course waiver for each individual practicum student they have supervised who completes at least 200 clock hours on site.
3. Only paid staff members employed in institutions cooperating with the University of Massachusetts are eligible to receive waivers, either initially or through transfer. Practicum students themselves are excluded from receiving or using course waivers.
4. The waiver will be issued in the name of the person earning it. If the original recipient of the waiver elects not to use it within the allotted time, he or she may transfer the waiver to an institutional pool. The pool will be for the support of the professional development of other eligible paid staff members in the cooperating school (or in another school in the same district), institution or agency. The school, agency, or institutional head following locally developed, equitable procedures will administer this institutional pool. To effect a transfer, the original recipient must first sign and date the waiver form, transferring the waiver to the institutional pool, and give the waiver form to the principal or head of the agency or institution. The head of the organization, when he or she is ready to reassign the waiver, must enter the name of the eligible staff member to whom the waiver is being transferred in the appropriate space on the form, and then sign and date the waiver form indicating his or her approval of the transfer. In all cases, the course waiver must either be used by the original recipient or transferred to another eligible staff member within the time limits established for each waiver. A course waiver may be transferred only once.
5. Course waivers may be used on either the Amherst or Boston campus of the University of Massachusetts for any graduate course, excluding courses in Continuing & Professional Education. All conditions regarding prerequisites to courses must be met. The course waiver will cover tuition and fees for a graduate course of no more than four credits taken at the Amherst campus. The course waiver will cover tuition only for a three credit graduate course at the Boston campus. Please note that this waiver does not cover certain fees associated with full-time enrollment at the University (i.e., the one-time Graduate Student Entering Fee, which is charged in the first semester of enrollment in a program, or the Student Health Fee, which cannot be waived for individuals enrolled in five or more credits). For specific questions regarding fees, please contact the Bursar's Office at 413-545-2368. If there are any questions about a course, or limited enrollment, please consult the appropriate department personnel.
6. A course waiver is valid only for four academic semesters beginning with the semester/session immediately following the one in which the practicum student was actually supervised. The expiration date is indicated at the top of the waiver.

7. Receipt of a course waiver or a succession of course waivers does not imply admission--now or in the future--to the Graduate School or candidacy for a graduate degree. Recipients are simply assured that a course(s) may be taken tuition-free. One of two graduate student statuses is available to you and must be applied for: Non-Degree or Regular. Up to six credits earned as a Non-Degree student may become applicable toward a graduate degree if a student is subsequently admitted to a degree program. This is subject to the approval of the Dean of the Graduate School upon recommendation by the appropriate Program, Department, or School. Non-Degree students are permitted to take a course as long as (a) specific requirements for that course are met, (b) space is available in the class, and the course instructor is willing to admit the student. Applicants for regular status must complete the application form and submit a full set of credentials for evaluation. (i.e. official transcripts, two academic recommendations, GRE scores, etc., plus other program-specific material).
8. Both Non-Degree and Regular application forms are available from the Graduate Admissions Office, room 530 Goodell Building. Please note the necessary instructions on each form. The regular degree application deadline for summer and fall semesters is February 1 as the latest deadline for submitting a completed application. However, many programs have established earlier deadlines which can be found on the website. For spring semester, the deadline is October 1 for all programs that offer entrance in January. If a regular application is not accepted, you will be eligible to take courses as a Non-Degree student. Non-Degree applications for persons having course waivers will be accepted through the day of registration.
9. Individual cooperating staff members who register for more credits than are covered by the allotted course waiver(s) will be required to pay adjusted fees set by the University. The fees are administered and collected by the Bursar's office.
10. Course waivers are not convertible to cash under any circumstances. They are issued as an indication of our appreciation for the efforts of staff members in the field who help and guide our practicum students.
11. Course waivers shall be the uniform means for rewarding cooperating staff members in public and independent institutions irrespective of their geographical locations. Consequently, those living outside the Commonwealth are eligible to receive and utilize these course waivers at the University of Massachusetts.
12. The Provost's Office shall be the final arbiter in any disputes arising out of the issuance or use of course waivers.
13. Course Waivers will only be issued once.
14. When submitting a course tuition waiver for payment, the individual using the waiver will be required to sign a statement at the Bursar's Office which states they are not in default on any federal loans.