

Application for Tuition Waiver or Stipend Form FAQ

Who is the Cooperating Teacher?

The Cooperating Teacher is the person assigned to supervise the student teacher.

What is the semester?

The semester is either Fall or Spring and either Placement 1 or 2.

Do I use my personal mailing address or the school's mailing address? Email Address?

Since payment is issued to you as an individual, you must use your personal mailing address. Similarly, it is recommended that you list a personal email address (not one issued by your school) so you will maintain access to your account if you move to a different school.

Where do I find the student teacher's Stony Brook ID#?

You can find the student teacher's Stony Brook ID# in the Assessment link emailed to you or may ask the student teacher.

Is a signature required?

Yes, NYS will only accept a pen ink signature not typed.

Do I need to date the form?

Yes, please use the current date. Forms cannot be processed if they are not dated. The date must be no earlier than two weeks after the beginning of the placement.

Do I get two stipends if I have the same student for both placements?

Yes, you will need to complete a separate stipend forms for each placement. Each form must indicate the semester (i.e., Spring 2023) and the placement (Placement 1 or 2). *The form must be dated and submitted no earlier than two weeks after the beginning of the placement.*

Are there any other forms I need to submit along with the Application for Tuition Waiver or Stipend Form?

If this is your first time hosting a student teacher, you must complete a [NYS Substitute Form W-9](#) to be added to the NYS Statewide Financial System. The information on this form MUST match the information used when filing your taxes. Subsequent placements will only require the Application for Tuition Waiver or Stipend Form to be completed.

Is my social security number required?

Your SSN is required on the NYS Substitute Form W-9, you are no longer required to provide your SSN on the Application for Tuition Waiver or Stipend Form.

What if my last name or address has changed?

You will need to contact the NY State Help Desk to change your legal last name in the NYS vendor system. The State Help Desk phone number is 855-233-8363.

Does submitting this form automatically guarantee payment?

Not necessarily. Occasionally NYS requests clarification or additional information in order to process a payment. Please keep an eye out for any emails requesting additional information. Your timely attention to these communications will help move the process along.