



School of Education  
Office of the Dean

### **CUNY Tuition Waiver Frequently Asked Questions**

**1. When will I receive information on obtaining a tuition waiver?**

Information on requesting your tuition waiver (including the application link) will be emailed out on the following schedule:

*Fall Semester Mentorship: Early December*

*Spring Semester Mentorship: Early May*

**2. How will I receive my waiver?**

Your tuition waiver will be emailed to the address on file for you (the address this email was sent to).

**3. When will I receive my waiver?**

The tuition waivers will be emailed out on the following schedule:

*Fall Semester Mentorship: Mid-January*

*Spring Semester Mentorship: Mid-June*

**4. I am a cooperating teacher/site supervisor for a Queens College candidate but have not received any email communications from the Queens College Clinical Experience Office this semester. How can I receive my waiver?**

All eligible cooperating teachers/site supervisors must be identified before the end of a clinical placement. We cannot process waivers for teachers/site supervisors whose information is provided after the semester ends.

If you have not received any communication from the Clinical Experience Office, please let the clinical professor or clinical experience liaison know to ensure your information has been shared with the Clinical Experience Office and you are listed as a teacher/site supervisor eligible to receive a tuition waiver.

**5. I have more than one student teacher/intern this semester. How many waivers am I entitled to? How many waivers can I use in the semester?**

You are entitled to one waiver per student teacher/intern mentored. The maximum number of waivers that can be used is 2 (of 3 credits each) per semester.

**6. How many credits does the waiver cover?**

Each waiver covers 3 credits.

**7. Must I use the waiver at Queens College?**

No. You can use the waiver at any college or campus that is part of the CUNY University system. Information on CUNY campuses can be found at

<https://www.cuny.edu/about/colleges-schools/>

**8. How long do I have to use the waiver?**

As per CUNY policy, “the certificate is valid for enrollment within one year from date of issue.” Waivers issued during the Fall 2025 semester can be used in the Spring 2026, Summer 2026, or Fall 2026 semester.

**9. I could not use my waiver in the semesters designated on my waiver (3 semesters after the mentorship), and it has expired. Am I able to request an extension?**

No. As per CUNY policy, the waiver’s validity cannot be extended beyond the three semesters after the mentorship.

**10. Is the waiver transferable? For example, if I don’t have use for the waiver, can I give it to my child who is enrolled at a CUNY institution?**

Unfortunately, under CUNY policy, the waivers are **not** transferable. Only the cooperating teacher or site supervisor who mentored the QC student teacher/intern may use the waiver.

**11. I have concerns about the waiver's restrictions (e.g., transferability, extensions, etc.). To whom can I voice these concerns?**

If you have concerns regarding the tuition waiver restrictions, contact the CUNY Central Office of Academic Affairs at: [teacher.education@cuny.edu](mailto:teacher.education@cuny.edu)

**12. Does the waiver cover all fees?**

No. CUNY policy states, “An application fee will be charged upon original application. Cooperating teachers/site supervisors are exempt from payment of student activity fees; they are responsible for the Application fee, Cooperating teacher/site supervisor Fee, Consolidated Services Fee, Technology Fee, and any other-than-tuition charges.” For a more comprehensive breakdown of fees, please contact the Bursar’s Office of the CUNY institution where you will use the waiver.

**13. How do I register? What is the process once I receive the waiver?**

If you are not currently a CUNY student, apply to the campus. For information regarding the application process, please contact the CUNY institution where you wish to enroll. Once in the system, you can register through CUNYfirst or the department for the course you are registering for.

**14. I want to use my waiver for the upcoming semester but have not received it yet. Is there a way to register?**

Speak with the Bursar's Office at your CUNY institution and explain you are waiting on your waiver(s). Many CUNY institutions will not drop you from the course if the out-of-pocket expenses associated with the bill are paid, giving you time to receive the waiver and apply it later in the semester.

**15. I already paid for my course in the upcoming semester. What can I do to have my tuition reimbursed?**

If you have already paid your bill for the upcoming semester and are entitled to a tuition waiver, you can contact the Bursar's Office at your CUNY institution. Once you receive your waiver and present it for payment, you should be able to receive a refund on your tuition.

**16. How do I pay my bill?**

The tuition waiver must be provided to the Bursar's Office at the institution where you plan to enroll in the course.

*Queens College Bursar:* Information will be emailed to you along with your waiver.

*All Other CUNY Institutions:* Please contact the Bursar's Office at the institution where you plan to take the course(s).