

To redeem your waiver:

1. Log into the [Cooperating Personnel Portal](#).
2. Click on **Waivers**.
3. Select: **“Review your waiver information or redeem your waiver.”**

Co-op Portal Login

Cooperating Personnel: use your school district email address to access the portal.

For initial account setup for Cooperating Personnel, click [here](#).

If you have already setup your account, but can't remember your password, you can reset your password [here](#).

- The waiver section contains important information regarding your waiver. Please take the time to review this as it may be financially imperative.
- Please note the first bullet point: "Waivers redeemed today will be applied to your [insert current semester] bill". When redeeming a waiver, they will **always apply to the current semester reflected on the portal**. Meaning if you redeem your waiver while it is currently Fall semester it will apply to your Fall semester tuition.

WAIVERS

[Review your waiver information or redeem a waiver.](#)

Important money saving tips! Before redeeming a waiver be aware that:

- Waivers redeemed today will be applied to your **Spring 2023** bill.
- Make sure to verify the waiver can apply to courses in which you enroll.
- Programs may restrict the use of Cooperating Teacher waivers for some courses. **Waivers cannot be used for:**
 - Courses in approved cost-recovery or self-supporting programs. Ensure your program is not in [this list of programs your waiver will not apply](#).
 - Self-supporting courses. These courses are typically identified in the class schedule as self-supporting. It is your responsibility to identify if you are in a self-supporting program and/or registered in a self-supporting course.
- Waivers transferred to the University of Illinois at Springfield are only redeemable for 4 credit hours of tuition and fees.
- **Fees not covered by the waiver:**
 - Health Insurance fees (\$900+) will be automatically assessed and are not covered by the waiver. It may be possible to receive an exemption. Warning: Insurance Exemption Waiver period closes shortly after beginning of semester. Learn [how to request an exemption for the Health Insurance fee](#) or call the Student Insurance Office at (217) 333-0165.
 - Laboratory or other fees incurred as part of a course are not covered by the waiver.

4. You will see a list of your waivers. The view button lets you see a waiver's history. **While in view mode you cannot redeem your waiver.**

5. To redeem your waiver, **select the redeem button.**

Term Earn...	Term Use...	Waiver Sta...	Waiver Ty...	Expires Af...	Status Dat...	
Summer 2020	Summer 2020	Used	Pooled	Summer 2021		<button>View</button>
Fall 2020		Available	Cooperating Person	Spring 2022	11/16/2020	<button>Redeem</button> <button>View</button>
Fall 2021		Available	Cooperating Person	Spring 2023	11/17/2021	<button>View</button>

6. Lastly, check the box authorizing your waiver to be redeemed towards the current semester.

* I authorize the Council on Teacher Education to redeem this waiver to waive my tuition and fees for the current semester.

cote-waivers@illinois.edu



7. Click the submit button at the bottom of the page.