

Dear Field Instructor,

The Florida Atlantic School of Social Work would like to thank you for the time and effort you expended this academic year supervising a Florida Atlantic School of Social Work student intern(s). The faculty of the School of Social Work appreciates your dedication and hard work. The outstanding quality of our field placement agencies contributes to the high level of skill and performance that our students demonstrate in the work force upon graduation.

Please be aware of the following stipulations regarding Tuition Waivers:

- You are eligible for a Tuition Waiver if you have supervised a social work student for 400 hours or more in a previous semester(s).
- You are entitled to 6 hours of free tuition to be used in one semester for each student that you supervisor for their entire internship.
- The waiver is redeemable at any state university in Florida on a space available basis.
- Waivers are usually mailed within a few days of receiving the application.
- The waiver is like cash – it cannot be reissued in case of loss.
- Once issued, the waiver is only good for three years and expires after that time. Therefore please do not request a waiver unless you plan to use it within that time period.
- You only need to submit the waiver application if you plan to return to school in the near future. Otherwise, you can request the waiver at any point in time in the future.
- You will be required to pay other related fees at the time you choose to use your certificate. If you enroll in 5 credits or more in a semester, you must pay a health fee.
- Please complete the application and return via email to [tmarsh5@fau.edu](mailto:tmarsh5@fau.edu) fax to 561-297-2866, or return by mail to:

Florida Atlantic University  
School of Social Work, SO303  
777 Glades Road  
Boca Raton, FL 33431-0991  
Attn: Office of Field Education

Once again, thank you for assisting us in providing exceptional learning opportunities for our students.

Sincerely,



Arlene F. Kaplan, Ph.D., MSW  
Coordinator of Field Education  
Florida Atlantic University  
School of Social Work