

Directions for Submitting Your Honorarium Request

As a thank you for your service as a mentor teacher, an honorarium is provided upon completion of the following:

1. Please submit the Mentor Teacher Pay Form **AND** a completed Virginia W-9 form to the Office of Teacher Preparation **within 30 days** after the conclusion of the internship. Both of these forms can be found at: <https://education.gmu.edu/office-of-teacher-preparation/internship/mentor-teachers/>

*Please be advised that every Mentor Teacher Pay Form must have a **hand**-signed and dated W-9 attached. This will ensure the honorarium is processed without delay.

Payment will take a minimum of four to six weeks to process after the internship ends and upon receipt of your forms. Forms are processed and submitted to Accounts Payable. Checks are issued via postal mail service.