

Eugene Education Association / School District 4J Credit Bank Credit Request Form

RETURN THIS FORM TO:

District 4J Preparation Program Liaison at the EEA Office

2815 Coburg Road, Eugene, OR 97408 phone: 541-345-0338 fax: 541-345-0339

Sept. 6, 2011 – Dec. 6, 2011 -- March 13, 2012 – May 8, 2012

Credit vouchers will be awarded for the term following the circled date.

Please **carefully** review the Credit Bank Guidelines **before** you complete this application. Credit Bank Guidelines are available to download online at: <http://www.eugea.org/pages/member-area/credit-bank.php>

- During an academic calendar year 4J licensed bargaining unit members may apply for a maximum of 11 credit hours at reduced tuition for use at the University of Oregon or Oregon State University, a maximum of 5 credit hours of tuition reduction for use at Northwest Christian University, and a maximum of 4 credit hours in tuition reductions per twenty-four month period at Pacific University.
- The Credit Bank Committee meets each term during the academic year to consider Credit Request Forms. Applicants are notified of the results following each meeting of the Credit Bank Committee.

Credit hours awarded are for use in the term that immediately follows the request. Credit hours awarded are for the sole use of District 4J licensed bargaining unit members. Please do not apply for vouchers if you are not sure you will use them for the term indicated.

Complete Each Item (Print/Type)

Name _____ Current FTE _____

Work site(s) _____ Email address _____

Home Phone: _____ Work Phone: _____

4J Guest Teachers ONLY: I have worked 30 full days of teaching within the academic year or, if requesting for fall term, the year prior. Yes___ No___

University where courses will be taken _____

Applicant's Signature _____ Date _____

Total number of credit hours requested _____

Important Notes to Applicant

1. Please note the expiration date on the voucher(s). Expired vouchers will not be renewed.
2. The opposite side of the vouchers specifies important information about how to register for coursework.
3. If you are unable to use vouchers you are awarded, please return them to District 4J Teacher Preparation Program Liaison at the EEA Office. PLEASE RETURN IN A TIMELY FASHION, so others have the opportunity to use them.

For Office Use Only

Date request reviewed _____

Number of hours granted _____ Voucher hours sent _____

Accessed Bank in: _____ Denied: Reason _____

Authorized by: _____ Date: _____