

**Eugene Education Association / School District 4J Credit Bank
Credit Request Form - WINTER 2016**

Deadline: December 7, 2016

**Quick method: Click the correct fields and type. Return completed attachment to diliberto@4j.lane.edu
Slower method: Print completed form and send via 4J interoffice mail, USPS, or in person (call ahead) to
EEA Office - Credit Bank 2815 Coburg Road, Eugene, OR 97408 Phone: 541-345-0338**

Please **carefully** review the Credit Bank Guidelines **before** you complete this application.

- During an academic calendar year 4J licensed bargaining unit members may apply for a maximum of 11 credit hours (8 per term) 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 24-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 no later than 14 days after the deadline.

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 _____

Other name(s) used previously in 4J, if any _____

Work site _____ 4J email address _____

Cell or home phone: _____ Work phone: _____

University where courses will be taken _____

Total number of credit hours requested _____ (limits vary at each university—see Credit Bank Guidelines)

Applicant's Signature _____ **Date** _____

4J Guest Teachers ONLY: Have you taught 30 full days within the academic year or, if requesting for fall term, the year prior?
Yes___ No___

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 Tom Di Liberto, University Liaison at the EEA Office. PLEASE RETURN IN A TIMELY FASHION so others have the opportunity to use them.

For office use only:

Note: Voucher denominations vary. You may only use the amount of credit vouchers you have been granted.

Credit voucher hours granted _____ Credit voucher hours sent _____

Accessed Bank in: _____ Reason denied _____

Authorized by: _____ Date: _____