

## **Credit Bank Guidelines**

### **Eugene Education Association – Eugene School District 4J**

#### **Purpose**

The purpose of the Credit Bank is to provide District 4J licensed bargaining unit members with opportunities to use reduced tuition credit vouchers earned by 4J licensed bargaining unit members who chose not to use the credit vouchers earned by hosting a practicum student or student teacher.

#### **Credit Voucher Overview**

District 4J licensed bargaining unit members who apply for and are granted assistance from the Credit Bank receive a credit voucher. The credit voucher is a certificate issued by a participating college of education. The credit voucher entitles the recipient to receive tuition reductions (tuition costs are substantially reduced; i. e., payment is made at the staff rate plus all applicable fees or at a percentage of the regular tuition rate) for courses at the University of Oregon, Oregon State University, Pacific University and Northwest Christian University. The Credit Bank does not provide licensed bargaining unit members with cash or reimbursement for college coursework.

1. Credit Bank participation is voluntary for licensed bargaining unit members of the Eugene 4J School District.
2. A committee comprised of 4J licensed bargaining unit member representatives and the District 4J University Liaison administers the Credit Bank. The Credit Bank Committee meets on a regularly scheduled basis during the academic year. The Credit Bank Committee authorizes the District 4J University Liaison to process applications without the Committee during the first three weeks of each academic year. This provision permits District 4J licensed bargaining unit members returning from summer break to apply for credit vouchers for immediate use during fall term.

#### **Donations to the Credit Bank**

1. The University of Oregon, Oregon State University, Pacific University, and Northwest Christian University will provide District 4J's University Liaison with lists, which specify the names of licensed 4J bargaining unit members who have earned reduced tuition credit vouchers, their buildings, and the number of hours they are eligible to claim.
2. District 4J licensed bargaining unit members who host practicum students from the University of Oregon, Oregon State University, Pacific University and Northwest Christian University may donate the credit vouchers they receive as honoraria to the Credit Bank for use by District 4J licensed bargaining unit members.

3. The District 4J University Liaison will distribute instructions about how 4J licensed bargaining unit members may claim credit hours they have earned. All unclaimed credit hours are automatically donated to the Credit Bank.
4. Hours donated to the Credit Bank are irrevocable and shall remain in the Credit Bank until they are distributed or expire.

### **Application Process for Credit Vouchers**

1. The *Credit Bank Guidelines* and *Credit Request Form* are sent out to bargaining unit members via 4J email and are also available to download at <http://www.eugeneteachers.org/#!4j-forms/cs21>
2. The Credit Bank committee will use 4J email as well as 4J and EEA websites as means to publicize the availability of Credit Bank hours and application deadlines for each term.
3. Applicants must submit a completed *Credit Request Form* to the District 4J Teacher Preparation Program Liaison by the advertised deadline for consideration by the Credit Bank committee. Credit hours awarded are for use in the terms that immediately follow the term in which a request is submitted. The table below summarizes the application deadlines.

<b>CREDIT BANK APPLICATION DEADLINES</b>	
Fall	September 13, 2016
Winter (quarter) or Spring (semester)	December 7, 2016
Spring (quarter)	March 7, 2017
Summer	May 16, 2017

4. If circumstances prevent the timely submission of an application for vouchers or if vouchers granted need to be exchanged to accommodate a recipient's schedule, the District 4J University Liaison is authorized to respond to such requests. This proviso assumes that sufficient credit vouchers are available and the District 4J University Liaison has informed the committee of his/her actions.

5. Since vouchers are available on a limited basis, it is critical that employees awarded vouchers plan ahead for particular coursework and use vouchers awarded. Please do NOT apply for vouchers if you are not sure you will use them for the term indicated. If vouchers are returned late due to nonuse, it limits the ability of others to receive the benefits of the vouchers.

### **General Limitations and Distribution of Credit Vouchers**

1. The Credit Bank Committee will consider requests for credit vouchers after reviewing all completed *Credit Request Forms*.
2. Applicants will receive notification about the status of their Credit Bank application within 15 days following the posted deadline for application for each term.
3. Credit Bank vouchers awarded are for the sole use of 4J licensed bargaining unit members and are not transferable.
4. If requests for Credit Bank vouchers exceed the amount of vouchers available for distribution, applicants will be drawn at random to receive the available vouchers until all vouchers have been allocated.
5. The Credit Bank committee has no standing authority to make a determination of misuse of credit vouchers.

### **University of Oregon and Oregon State University Procedures**

- ◆ During an academic calendar year, 4J licensed bargaining unit members may apply for a maximum of 11 credit hours at reduced tuition. Credit vouchers granted by the University of Oregon may not be valid at other Oregon University System campuses. Educators wishing to redeem a voucher at another Oregon University System (OUS) are advised to check with that institution on rates and availability.
- ◆ Credit vouchers granted by Oregon State University will be usable only at Oregon State University and in some instances Portland State University but are not valid at other Oregon University System campuses. OSU vouchers may be used for OSU Extended Campus and Cascades Campus courses. Staff tuition rates with OSU vouchers are 1/3 of the tuition charged for the course; however, vouchers do not reduce fees charged for the course(s) or late payment fees.
- ◆ The Oregon University System (OUS) will not permit colleges of education to issue credit vouchers in one or two unit increments. The OUS also limits the number of credit vouchers that can be redeemed during any academic quarter (including summer session) to 8 credit hours. Depending on the number of credit vouchers an applicant receives and the coursework that the applicant chooses, an applicant may not be able to redeem the entire value of his/her credit voucher. Unused portions of credit vouchers are not cumulative. The table below

summarizes how the rules for redeeming credit vouchers work.

<b>If you received</b>	<b>and you register for a</b>	<b>you will receive</b>
One 3-credit voucher	1-credit course	Reduced tuition for the first credit hour of the course but will not be able to redeem the second and third credit hours.
One 3-credit voucher	2-credit course	Reduced tuition for the first and second credit hours of the course but will not be able to redeem the third credit hour.
One 3-credit voucher	3-credit course	Reduced tuition for the entire three credits of the course.
One 5-credit voucher	1-4 credit course	Reduced tuition for the first 1-4 credit hours of the course but will not be able to redeem any unused credit hours.
One 5-credit voucher	5-credit course	Reduced tuition for the entire five credits of the course.

- ◆ To redeem a voucher at the University of Oregon, call Richelle Krotts at 541-346-3528 or 541-346-1391 to ask questions. Her email is [richelle@uoregon.edu](mailto:richelle@uoregon.edu). Calling ahead will ensure that someone is available to authorize voucher redemption.
- ◆ Redeem a voucher for Oregon State University at 308 Education Hall on the OSU campus. If it is an undue hardship to get to Corvallis, you may mail the approval form with your original signature to TC Duty at 104 Furman Hall Corvallis, OR 97331-6403 or fax it at 541-737-8971. Another option is to scan the form and email it to [teresa.duty@oregonstate.edu](mailto:teresa.duty@oregonstate.edu). Call or email TC at 541-737-4661 or [teresa.duty@oregonstate.edu](mailto:teresa.duty@oregonstate.edu) if you have questions.
- ◆ It is important for the applicant to read both sides of credit vouchers he/she receives. The front of each credit voucher specifies its expiration date. The reverse side specifies important contact information about using credit vouchers to register for coursework.
- ◆ Credit vouchers must be used at the time of enrollment and cannot be redeemed for coursework completed in previous terms.
- ◆ Vouchers are considered a taxable benefit. The difference between the regular cost of the tuition and the actual cost is the taxable amount. It is the responsibility of the district employee to declare this benefit on his or her tax reports.

### **Pacific University Procedures**

1. Credit vouchers granted may be used for regularly scheduled classes at the Lane County campus or the Forest Grove campus, which meet the minimum enrollment requirement with six full tuition-paying students.
2. 4J licensed bargaining unit members may apply for a maximum of 4 credit vouchers in tuition reductions once every 24 months.
3. Credit voucher recipients will pay 20% of the appropriate tuition for each credit hour redeemed.
4. Credit vouchers cannot be used past the expiration date printed on the voucher.
5. Unused portions of credit vouchers are not cumulative.
6. Vouchers are considered a taxable benefit. The difference between the regular cost of the tuition and the actual cost is the taxable amount. It is the responsibility of the district employee to declare this benefit on his or her tax reports.
7. Contact Shelly Knight at 541-485-6812 or sknight@pacificu.edu to find out how you can use your vouchers.

### **Northwest Christian University Procedures**

1. Credit vouchers may be used for regularly scheduled, on-campus classes only, which meet the minimum enrollment requirement of 6 full tuition-paying students.
2. Bethel and 4J licensed bargaining unit members may apply for a maximum of 5 credits in vouchers for tuition reductions once every academic year.
3. Credit voucher recipients will pay 20% of the appropriate tuition for each credit hour redeemed.
4. Credit vouchers are valid for only one year after the issue date.
5. Unused portions of credit vouchers are not cumulative.
6. Vouchers are considered a taxable benefit. The difference between the regular cost of the tuition and the actual cost is the taxable amount.
7. To redeem a voucher at Northwest Christian University, call Ryan Carroll at 541-684-7265 or email rcarroll@nwcu.edu to schedule an appointment. Calling ahead will ensure that someone is available to authorize voucher redemption.
8. Be sure to bring a copy of your **district-approved credit bank request form** and

your voucher with you to the appointment.

### **Recipient Requirements**

1. Credit voucher recipients are required to either attend or participate in one of the following: an EEA Representative Council Meeting, an EEA Executive Board meeting, or a scheduled EEA Legislative Breakfast. Failure to complete the requirement within one calendar year of the issuance of the vouchers will make the member ineligible for one calendar year for future credit bank vouchers. 4J licensed bargaining unit members who were made ineligible previously must attend an EEA Representative Council Meeting, an EEA Executive Board meeting, or a scheduled EEA Legislative Breakfast no more than three months prior to the re-application date. Additionally, EAST members are subject to the meeting requirements and must have completed 30 full days of teaching within the year of request or if requesting for fall term, the year prior.
2. The Credit Bank Committee will not replace vouchers that were unused within the term requested or lost by the recipient.

### **Reporting and Reviewing Procedures**

1. The Committee will be responsible for informing licensed unit members about the Committee's decisions.
2. The Committee shall provide participating colleges of education with a list of Credit Bank recipients each semester or quarter.
3. The University of Oregon, Oregon State University, Pacific University, and Northwest Christian University will honor withdrawals from the Credit Bank upon proper certification by the committee.
4. The Committee will provide a yearly report on the use of the credit bank.