

**Eugene Education Association – Bethel # 52  
Credit Bank Request Form**

**Return this form to Bethel Administration Building by (circle one)**

**September 1<sup>st</sup> - December 21<sup>st</sup> - March 19<sup>th</sup> - May 1<sup>st</sup>**

**Important Information**

- EEA members should review the Credit Bank Guidelines for detailed information about the administration of the Credit Bank.
- EEA members should apply for a maximum of 8 credits at reduced tuition for use at the issuing University.
- If requests for Credit Bank hours exceed the amount of hours available for distribution, then applicants will be drawn at random to receive the available hours until all hours have been allocated.

**Complete Each Item (Print/Type)**

Name \_\_\_\_\_

Work Site(s) \_\_\_\_\_ Current FTE \_\_\_\_\_

Work Assignment(s) \_\_\_\_\_

Work Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Previous Credit Bank awarded?    No            Yes: Date \_\_\_\_\_ Hours Received \_\_\_\_\_

University where courses will be taken \_\_\_\_\_

**Total number of credit hours requested** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

<i>For Office Use Only</i>	
Date request received _____	Date request reviewed _____
<input type="radio"/> Approved: Number of hours granted _____. Present the enclosed voucher(s) when you register for a course. Please note the expiration date indicated on the voucher(s).	
<input type="radio"/> Denied: Reason _____	
Authorized by _____	Date _____
Credit Bank Committee Chair	