

Clinical Education Services
635 Commonwealth Avenue
Boston, Massachusetts 02215
T 617-353-7545 F 617-358-3475
www.bu.edu/sargent

TUITION CREDIT VOUCHER POLICY AND PROCEDURE

POLICY:

Tuition credit vouchers are issued to facilities in appreciation for supervising students on a clinical experience. The Tuition Credit Voucher must be requested within one year from the date that the student completes his or her clinical rotation at the facility. No voucher is redeemable for any purpose other than tuition costs. All associated fees (registration fee, etc.) and any difference between the actual cost of the course and the value of the voucher must be borne by the person utilizing the voucher. Receipt and use of tuition credit vouchers may have tax implications. Tax reporting is the responsibility of the agency receiving the voucher(s). Agencies are responsible for the Tuition Credit Vouchers. All information must be accurate or credit will not be given. Sargent College is not responsible for the replacement of lost or stolen vouchers.

ON-CAMPUS COURSES:

Vouchers may be used for any credit-bearing on-campus course that is offered at any of the Boston University schools or colleges listed below and that is listed with Boston University's Office of the University Registrar. One Voucher is issued for each student experience and the credit is variable dependent on the level of the student experience. Vouchers are issued for a period of one year. For ON-CAMPUS courses only, no full-time matriculated Boston University student can use vouchers nor can they be used by the student for whom they were issued; i.e. if you are now a staff member at a facility at which you completed an internship, you may not use the voucher(s) issued to that facility for your placement at that facility.

ON-LINE COURSES:

As of November, 2008, tuition credit vouchers can be used for on-line classes in the Post- Professional Doctor of Occupational Therapy (OTD) with the following guidelines. Vouchers can be used by students enrolled in an on-line degree program or in non-degree courses. For those students using vouchers as part of a degree program, vouchers cannot be used for the first course in the program. One voucher equals one on-line course. Vouchers can be used for a maximum of 10 credits per student, per on-line program. Vouchers can be used for one course per one 14-week semester. Vouchers are issued for a period of three years. For questions about using on-line vouchers please contact Karen Jacobs, OTD Program Director, at kjacobs@bu.edu.

REQUESTING VOUCHERS:

Requests for tuition credit vouchers to be issued for the supervision of Sargent College students should be emailed to the Clinical Education Services (CES) Office at clined@bu.edu. The request should indicate whether the voucher will be used for an on-campus or on-line course. If the voucher is to be used for an on-campus course, the following information is needed: the name of the facility, the number of credits requested for the course and semester in which the class will be taken. (If you do not have access to email, you can reach the CES Office at 617-353-7545 or 617-353-9731. These requests can take up to one week to process. Since all vouchers need to be signed by the facility's Department Head or Center Coordinator for Clinical Education (CCCE), they are usually mailed to that person at the address we have in our files. If they are to be mailed to a different address, this should be noted in the email.

REGISTRATION FOR ON-CAMPUS COURSES:

Registration for On CAMPUS courses can take place at Sargent College or at the Registrar's Office, and will continue to be dependent on space, availability and any other restrictions such as pre-requisite course work, non-eligibility of fulltime BU students, etc. Registration for classes at the School of Public Health must take place there. A listing of where to request various program course bulletins is included in this document for your reference. All of the University's undergraduate and graduate course bulletins are also available on the University's web site at <http://www.bu.edu/academics/bulletin/>. Please note that it is the responsibility of the person using the voucher to contact the school where the course is offered in order to check on availability and restrictions, prior to registration. Information on the availability of a course and when a course is scheduled can be found by accessing <http://www.bu.edu/reg> and click on the link to REGISTRATION & CLASSES, and then on Class Schedule.

REDEEMING YOUR VOUCHER FOR AN ON-LINE COURSE:

Requests to use vouchers for on-line courses should be emailed to Karen Jacobs at kjacobs@bu.edu.

REDEEMING YOUR VOUCHER FOR AN ON-CAMPUS COURSE:

When redeeming your voucher for ON-CAMPUS courses, please follow these instructions:

1. Vouchers, which are issued in the name of the Facility or Agency, must be completed and then signed by the Center Coordinator for Clinical Education (CCCE) as Agency Head or by the facility's Department Head.
2. Prior to registering for a specific course, contact the School where the course is being offered and check on availability and any restrictions that may apply.
3. **IMPORTANT!** You must bring or send the voucher to SARGENT COLLEGE, ACADEMIC SERVICES CENTER (ASC), ROOM 207 in order for it to be credited to your account. DO NOT GIVE THE VOUCHER TO ANY OTHER OFFICE. If you are also registering for the class, you must include a completed registration form.
4. Even if you have already registered at the Registrar's Office, YOU MUST STILL BRING OR SEND THE SIGNED VOUCHER TO SARGENT COLLEGE, ACADEMIC SERVICES CENTER (ASC), ROOM 207 in order for it to be credited to your account. (Sargent College address is below)
5. In order to obtain credit for courses taken at Boston University, vouchers must be requested and submitted to the Academic Service Center no later than two weeks after classes begin. Vouchers will not be honored retroactively for previous semester courses.

**SCHOOLS AND COLLEGES AT
BOSTON UNIVERSITY**

College of Fine Arts
855 Commonwealth Ave.
Boston, MA 02214

School of Management
595 Commonwealth Ave.
Boston, MA 02215

College of Communication
640 Commonwealth Ave.
Boston, MA 02215

School of Public Health
715 Albany Street
Boston, MA 02118

School of Education
2 Silber way
Boston, MA 02215

Metropolitan College
755 Commonwealth Ave.
Boston, MA 02215

College of Engineering
44 Cummington Street
Boston, MA 02215

School of Social Work
264 Bay State Road
Boston, MA 02215

Graduate School of Arts & Sciences
705 Commonwealth Ave.
Boston, MA 02215

Sargent College of Health & Rehab Sciences
635 Commonwealth Ave.
Boston, MA 02215