

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

## TUITION CREDIT VOUCHER POLICY AND PROCEDURE

### POLICY:

Tuition credit vouchers are issued to facilities in appreciation for their personnel supervising students on a clinical experience. Vouchers may be used by any employee of the facility. 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. A voucher is issued for each student experience and the credits are variable dependent on the level of the student experience. Vouchers are issued for a period of one year. 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). Facilities are responsible for the Tuition Credit Vouchers. All information must be accurate or tuition costs will not be covered. Sargent College is not responsible for the replacement of lost or stolen vouchers.

### COURSES:

Vouchers may be used for credit-bearing courses (on-campus or on-line) that are offered at any of the Boston University schools or colleges included below and are listed with Boston University's Office of the University Registrar. Please note that some courses are restricted to degree candidates and/or have required pre-requisites. A listing of courses offered can be found on the University's web site at <http://www.bu.edu/academics>. No full-time matriculated Boston University student can use vouchers nor can vouchers be used by the student for whose clinical experience they were issued.

### ONLINE POST-PROFESSIONAL DOCTOR OF OCCUPATIONAL THERAPY (OTD)

Tuition credit vouchers can be used for online classes in the Post-Professional Doctor of Occupational Therapy (OTD) program. Vouchers can be used by students enrolled in an online degree program or in non-degree courses. For those students using vouchers as part of a degree program, the following rules apply:

- Vouchers cannot be used for the first course in the program
- One voucher equals one online course
- Vouchers can be used for a maximum of 6 credits per student per online program
- Vouchers can be used for one course per one 14-week semester
- Vouchers are issued for a period of three years and expire after that time

For questions about using on-line vouchers in the OTD Program, please contact Karen Jacobs, OTD Program Director, at [kjacobs@bu.edu](mailto:kjacobs@bu.edu).

### REQUESTING VOUCHERS:

Requests for tuition credit vouchers should be emailed to the Clinical Education Services Office at [clined@bu.edu](mailto:clined@bu.edu). The request must include the following information: the name of the facility, the number of credits in the requested course, and the 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. All vouchers are required to be signed by the facility's Department Head or Center Coordinator for Clinical Education (CCCE), and are 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 request.

### REGISTRATION:

Registration for courses should be coordinated with the college at which the course is being offered and will be dependent on space, availability, and any other restrictions. 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 prerequisites, availability of a course and when a course is scheduled can be found by accessing <http://www.bu.edu/reg/academics/>.

**REDEEMING YOUR VOUCHER:**

When redeeming your voucher, 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/College 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 (ROOM 207)** in order for it to be credited to your BU account.
4. Even if you have already registered at the BU Registrar's Office, **YOU MUST STILL BRING OR SEND THE SIGNED VOUCHER TO SARGENT COLLEGE, ACADEMIC SERVICES CENTER, ROOM 207** for it to be credited toward your BU 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 the previous semester's courses.

SCHOOLS AND COLLEGES AT  
BOSTON UNIVERSITY

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

Questrom School of Business  
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

College of Health and Rehabilitation  
Sciences: Sargent College  
635 Commonwealth Ave.  
Boston, MA 02215