

UNIVERSITY OF HOUSTON-VICTORIA
College Release Program

University guidelines for application for the State Employee's Training Act provides for release time for educational purposes to a maximum of three (3) hours per week. Class attendance must be approved in advance and must not interfere with operations of the employee's department. If approved, the class time required will not result in a pay deduction. This program is restricted to full-time (100% FTE) employees.

Employee Name: _____ Phone # _____

Job Title: _____ Department: _____

Semester Information ___ (Year) (Check one) ___ Fall ___ Spring ___ Sum I ___ Sum II

Employee Signature _____ Date _____

Course Enrollment

Institution: _____	Institution: _____
Course Title: _____	Course Title: _____
Days/Week _____ Time: _____	Days/Week _____ Time: _____
Hours per week: _____	Hours per week: _____

Administrative Approval

Permission is granted for the above employee to enroll in and attend the courses described above.

Request to attend the course described above is denied due to the following reason(s).

Supervisor Signature: _____ Date: _____

Cabinet-level Supervisor: _____ Date: _____

Please forward original to Human Resources. The request becomes part of the employee's personnel file.