



Human Resources

Cortez 129 • Phone: (956) 882-6530 • Fax: (956) 882-7476
The University of Texas at Brownsville and Texas Southmost College

Tuition Assistance Request for Course Substitution

This form is to be used to request a course substitution for employees who have been approved for Tuition Assistance.

Employee Information		
_____	_____	_____
Name of Employee (Please Print)	Employee ID	Phone/Ext.

Course On Original Tuition Assistance Application				
_____	_____	_____	_____	_____
Institution	Department	Course Number	Course Name	Credit Hours

New Course For Tuition Assistance				
_____	_____	_____	_____	_____
Institution	Department	Course Number	Course Name	Credit Hours

Semester/Year: _____

Reason for Change: _____

Signature of Employee _____
Date

Course substitutions may only be considered within the level for which they were originally funded. Substitutions must be approved in advance and are not automatic. Unauthorized changes are the responsibility of the applicant. Completed form should be sent to Human Resources, Cortez 129.

For Human Resources Office Use Only – Do Not Write in the Area Below	
Approval:	
_____	_____
Human Resources Development Manager	Date