

Statement of Understanding for TRA Student

I understand that I have been approved by the Department of Industrial Relations for training under the Trade Act (TRA) at Southern Union State Community College. My program begins _____ and is scheduled to end _____. I am required to enroll at least 12 hours each semester. Should I enroll for less than 12 hours, I must provide written documentation (from an advisor at Southern Union) to the Career Center stating that the required courses are not being offered.

The occupational program of study that I have selected and the Department of Industrial Relations has approved is _____. I understand that TRA will only pay my expenses, as outlined below, for this specific program of study.

Regular tuition, books, supplies (limit of up to \$50 per semester), hand tools, insurance and other fees as **required of all students** are the only appropriate costs covered by the TRA program. TRA will cover these costs only **once**. Should I need to request a reimbursement for out of pocket expenses, appropriate receipts must be submitted to the TRA Coordinator at Southern Union State Community College during the first fourteen (14) days of the current term. Recommended books, supplies, hand tools, and so forth will be at my own expense, even if these costs were originally charged to my TRA.

Student Signature

Print name

Date