



The Institute for Advanced Manufacturing

STC Technology West B Bldg. · Phone: (956)872-6197 · Fax: (956)872-6198

manufacturing.southtexascollege.edu



TRAINING REQUEST FORM

The person requesting customized company training should complete this form.

To request training, please fill out the form completely and email/deliver to our office or to the Project Training Specialist coordinating your training. The IAM Regional Manager will evaluate requests and you will be contacted for additional information if necessary. We will review your request and contact you to schedule the training within 1-3 business days from the requested date.

Contact Information

Date: _____ Company: _____
Name: _____ Title: _____
Address: _____ City: _____ State: _____
Phone: _____ Fax: _____ E-Mail: _____

Training Information

Training being requested _____

Training Location (check only one): STC Tech Campus On-Site Other _____

The estimated number of participants: _____

Best time and days for your training (Check all that apply)

Time: _____ Monday Tuesday Wednesday Thursday Friday Saturday

Estimated start date: _____

Additional Comments: _____

Disclosure Information

Will company be requesting student-training records (check only one): Yes No

If so, an information disclosure form will have to be completed by each student.

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. Students may choose to complete and submit this form to STC's IAM department allowing the release of their education records to specified third parties. Please note that while this form authorizes STC to release education records to third parties, it does not obligate STC to do so. STC reserves the right to review and respond to requests for release of education records on a case-by-case basis.

(This section to be complete by IAM Department)

Training request: _____ **APPROVED** _____ **DENIED**

Comments: _____

Signature _____ Date: _____