



SANS OnDemand Course Voucher Reimbursement Agreement

SANS OnDemand Training course vouchers are offered to UT System IT employees to help ensure proper training of individuals who have responsibility for critical information technology functions. The purpose of dispensing training funds is to add value to the security posture of the Institution and the UT System. The Systemwide Information Security Compliance Program administers funds for the training subsidy and has the responsibility to ensure funds are used appropriately. Successful completion of each subsidized training course is a requirement for participation. **If coursework is not completed, the department of the participant signed up for training is responsible for reimbursing the Systemwide Information Security Compliance Program at a cost of \$1,650 per course.**

Therefore it is agreed by the parties below that reimbursement will be made to UT System if the training course is not successfully completed within the allotted time frame of the course. Documentation must be submitted to UT System by the participant within 30 days of course completion. Any one of the following forms of documentation will be accepted as proof of course completion.

1. SANS certificate of course completion.
2. Screen shot of SANS course syllabus showing 100% module completion.
3. Documentation of certification for the associated course.

Participant Information:

Participant Name: _____ Institution: _____
Title: _____ Department: _____
Phone #: _____ Email Address: _____

Course Information:

Course Number: _____ Course Title: _____

Approving Manager's Information:

The person approving this request **must be** responsible for approving expenditures for the participant's department.

Manager's Name: _____ Title: _____
Department: _____ Phone #: _____
Email Address: _____
Manager's Signature: _____ Date: _____

Complete and return to Becki Mendivil (bmendivil@utsystem.edu)
(If this form is not filled out in its entirety, it will be returned to the participant)