Parent Institution Letter (PIL)

What is a Parent Institution Letter (PIL):

- A Parent Institution is the <u>primary</u> school from which the student will earn their degree.
- A Supplemental Institution is the school in which the student plans to enroll in courses which will satisfy requirements at the Primary Institution.

In order to approve benefits for enrollment, the Supplemental Institution must receive confirmation from the Parent Institution that a student may receive credit in their approved educational program for the course(s) they plan to take.

Student Responsibilities:

1. Student should gain approval from their Academic Dean before enrolling in courses at another school.
2. List the name, number and description of the course(s) you are enrolling in at the Supplemental Institution.
3. Submit this PIL form to the School Certifying Official (SCO) at Veteran&MilitaryServices@ttuhsc.edu.
4. Contact the SCO at the Supplemental Institution to verify receipt of the PIL and follow any additional instructions provided.
5. The Supplemental Institution's SCO will certify the approved courses taken there.
6. For classes taken concurrently at TTUHSC, submit the appropriate benefit request.
7. Request an official transcript be sent to the appropriate school official once the supplemental course grades have been posted.

I understand my student responsibilities: Signature _____*Date:* _____

Semester & Year: _____ **Student Name:** _____ **Rnumber: R**_____
TTUHSC Email: _____ **Benefit(s):** _____ **Date:** _____

Supplemental Institution: _____
SCO Email: _____
SCO Phone: _____

TTUHSC Transfer Equivalent Courses

Course Name	Number	Description		Course Name	Number	Description
_____	_____	_____		_____	_____	_____
_____	_____	_____		_____	_____	_____
_____	_____	_____		_____	_____	_____
_____	_____	_____		_____	_____	_____

<u>Attention Academic Dean</u>: Please list the TTUHSC Equivalent Courses for the Supplemental Courses named above. Only sign this form if the student is allowed to attend the supplemental school and if courses named above will transfer to the degree listed.

Dean name: _____ **Dean Signature:** _____ **Date:** _____

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For TTUHSC SCO Use Only

Student (IS/IS NOT) concurrently certified at TTUHSC in _____ hours.

Print name: _____ Signature: _____ Date: _____