|  |  |  |
| --- | --- | --- |
|  | CommandantUnited States Coast Guard | Staff Symbol: Phone: ( ) Fax: ( ) Email:  |

|  |
| --- |
| 1560 |
| 25 Mar 2020 |

**MEMORANDUM**

|  |  |  |  |
| --- | --- | --- | --- |
|   |  |  |  |
| From: |  |  | ~Reply~Reply toAttn of: | ( )  |
| To: | ETQC (VE) |  |  |  |
| Thru: | Commanding Officer |  |  |  |
|  |  |  |  |  |
| Subj: | REQUEST FOR TUITION ASSISTANCE (TA) WAVER |
|  |  |
| Ref: | 1. Performance, Training and Education Manual, COMDTINST M1500.10 (series)
 |

1. Per ref (a), respectfully request waiver of tuition assistance for *course repayment or other.*
2. Narrative and reason for request. Note: Reason and detailed explanation of waiver request. Include pertinent facts that support reason for waiver. Include all supporting documentation as an enclosure.
3. The TA voucher and course information associated with this request is as follows:

	1. Voucher Number: XXXXXXXXXX
	2. Institution Name:
	3. Course Number:
	4. Course Title:
	5. Course Dates:
4. Thank you in advance for consideration of this waiver.

#

|  |  |
| --- | --- |
| Enclosure: | 1. Original TA application.
2. Breakdown of Costs from school.
3. Copy of course registration.
4. Applicable TDY orders/TPAX claim.
5. Red Cross verification of death in the immediate family.
6. Email communications applicable to waiver. (Including waiver denial from the school).
 |
| Dist: | [Optional Dist] |
| Copy: | Local ESO |
| Blind Copy: | [Optional Blind Copy] |