



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

IN REPLY REFER TO:

From: Commanding Officer (Your CO)  
To: Director, Lifelong Learning

Subj: LATE SUBMISSION OF TUITION ASSISTANCE

1. In the body of the letter, you should explain the exact reason why you are requesting to submit your tuition assistance request late and the situation that kept you from turning the form in on time. (i.e. military commitment or administrative error by command).

The following information must be included in the late TA request:

- Your name and rank
- Your Social Security Number
- Dates the situation prevented you from turning in your TA form
- Reason why TA form was late

2. An example would read as follows:

a. Cpl Ima Marine was deployed to the Honduras for Humanitarian Relief Operations from 3 Nov 99 to 27 Nov 99. Due to this deployment, Cpl Marine could not turn in his tuition assistance request form during the regular submission period.

b. It is requested that late tuition assistance be accepted so that Cpl Marine will be able to register for the current term.

SIGNED & DATED BY YOUR  
COMMANDING OFFICER