



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NC 28542-0004

← Please use your
unit's letterhead!

IN REPLY REFER TO:
1560
LLLN
Date

From: Commanding Officer, Complete Military Unit
To: Director, Lifelong Learning Branch, Marine and Family
Services Division, Marine Corps Community Services, Camp
Lejeune, North Carolina

Subj: REQUEST FOR WAIVER OF REIMBURSEMENT FOR MILITARY TUITION
ASSISTANCE ICO RANK NAME LAST4/MOS

1. Rank Name could not attend his or her course number(s) and course title(s) given by School Name during the term title (i.e. fall 08) term, which started on full term start date and ended on full term end date due to reason service member could not attend course(s) which began on reason start date and ended on reason end date.
2. His or Her grade(s) of 'W' (withdrawal) for the course number(s) is enclosed.
3. It is requested that a waiver be granted so that Rank Name will not be held responsible for reimbursing the government any money received for tuition assistance.

I.M. COMMANDING

Copy to:
File

EXAMPLE