

Request for TA Recoupment Waiver – Withdrawal for Military (WM) Reasons

FROM: Headquarters Army Continuing Education System (HQ ACES)

TO: Battalion Commander/First LTC/Reserve Component Commander

SUBJECT: Waiver of TA Recoupment for College Course Withdrawal due to Military Reasons

1. Purpose: To provide documentation IAW AR 621-5 to verify non-completion of Tuition Assistance (TA) funded course(s) due to military reasons.
2. The approval authority for a waiver of TA recoupment is the installation or state ESO, or RSC ESS. A WM request for recoupment waiver must be endorsed by the Soldier's Battalion Commander, or first LTC in the chain of command, or Unit Commander if in the Reserve Component, based on the following reasons: **Unanticipated/Unscheduled** Military Duties or Deployment, Separation from Service, Emergency Leave (includes death in the family), Illness/Hospitalization, etc.
3. IAW AR 621-5, this Soldier is requesting your review and endorsement for a TA Recoupment Waiver - Withdrawal for Military (WM) Reasons:

Last Name	First Name	Rank	Last 4 of SSN	Signature/Date
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For the following college course(s):

School	Course#	Course Title	Start Date	End Date	Cost
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4. Provide details of the reason for the unanticipated/unscheduled withdrawal, **to include dates** of the events below. Provide a separate sheet if additional space is needed:

5. Information concerning payment of the TA debt was sent to the Soldier. An approved request form must be posted to e-File in the Soldier's GoArmyEd record within 60 days after the withdrawal and must be approved by an Education Services Officer (ESO) to cancel the debt. Non-response or disapproval will result in recoupment of TA funds. If recoupment is initiated, Soldiers will have a 30-day due diligence notice of TA debt collection.

6. I recommend approval of this TA Recoupment Waiver: **YES** _____ **NO** _____

Rank/ Printed Name	Signature	Date
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Unit	Phone	Email
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