Department of Homeland Security
U.S. Coast Guard
CGI Form 4147-1 (Rev. 08/16)

APPLICATION FOR TUITION ASSISTANCE WAIVER

Privacy Statement: Under the authority of 5 USC §301, you are being asked to provide the personal data on the front of this form so your request for Coast Guard Tuition Assistance (TA) can be processed. Your Social Security Number will be used for identification. The office responsible for processing TA requests will retain this information. It will not be divulged without your written authorization to anyone other than Coast Guard or school personnel involved with the administration of the TA program. You are not required to provide this information. However, if you fail to do so your TA request will be denied.

Instructions: Complete and submit this application as an attachment via email to your unit Commanding Officer/Officer in Charge (CO/OinC) and Education Services Officer (ESO). Your ESO will email the completed application to the Coast Guard Institute. Attach an electronic copy of your TA Application as well as any documentation supporting your request.

1. NAME (Last, First, MI)

2. EMPLID

3. COURSE INFORMATION

a. Institution Name:
b. Department Name:
c. Course Number(s):
d. Course Title(s):
e. Course Dates:

4. TYPE OF WAIVER (Select one)

a. Course repayment. (Failure (F), Withdrawal after drop date (W) or Incomplete (I) courses.) (F) Failure
b. Other (please specify)

5. REASON FOR REQUEST (Select one)

a. Operational necessity - An operational commitment that precluded you from withdrawing without penalty, incomplete in course or failed the course as a result of operations. This must be verified by a member of your unit's command cadre. ☐
b. Personal emergency - Emergency leave which precluded you from withdrawing without penalty or incomplete in course. Illness or hospitalization must be verified by a medical officer's statement; all other reasons must be verified by a member of your unit's command cadre. ☐
c. Service obligation - You are to be or were discharged before completing a TA-related service obligation. ☐
d. Other (please specify) ☐

6. SUPPORTING DOCUMENTATION:

a. What date did you receive notification of circumstances that would prevent you from successfully completing the course?
b. Did you contact the school and attempt to withdraw from the course (if so, attach correspondence between member and school)? No

7. NARRATIVE: (Explain in your own words and to the best of your knowledge, as clearly and concisely as you can, what happened. Include pertinent facts that support your reason for being unable to successfully complete the course. Attach additional sheet if necessary.)

8. ENCLOSURE CHECKLIST. (You are required to provide electronic documentation that will support your waiver request and help answer any questions Coast Guard Institute may have about your situation. Failure to attach relevant items may result in the return of the application without action.)

a. Original TA application form.	Check if attached: ☐
b. Breakdown of costs from the college (tuition and fees).	Check if attached: ☐
c. Copy of course registration including date.	Check if attached: ☐
d. Copy of TDY orders/claim.	Check if attached: ☐
e. Medical officer's documentation.	Check if attached: ☐
f. Red Cross verification of a death in the immediate family.	Check if attached: ☐
g. . Other (please specify)	Check if attached ☐

9. APPLICANT SIGNATURE. I certify that the information on this form is true and correct to the best of my knowledge. I understand the penalty for a false claim is a maximum fine of $10,000 or maximum imprisonment of 5 years or both. (18USC.287&1001-31USC.3729)

a. APPLICANT DIGITAL SIGNATURE:

10. COMMAND ENDORSEMENT:

Approval/Disapproval (Select one)

a. I recommend approval of this waiver ☐
b. I do not recommend approval of this waiver ☐

11. COMMAND NARATIVE: Brief description of basis for command's recommendations and any additional information the command considers necessary to justify recommendation. (Required for approval of TA Waiver.) (Attach additional sheet if necessary.)

12. COMMANDING OFFICER/OFFICER IN CHARGE PRINTED NAME:

a. COMMANDING OFFICER/OFFICER IN CHARGE DIGITAL SIGNATURE: