FM Tuition Waiver interoffice memorandum

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| --- | --- |
| to: | [Recipient Name] |
| from: | [Your Name] |
| subject: | [Subject] |
| date: | [Click to Select Date] |
| cc: | [Name] |
|  |  |

*Name* is requesting tuition waiver for the \_\_\_\_\_*date*\_\_\_\_\_\_ semester in order to *reason.*

I will be taking \_\_\_ total hours. Following is how I plan to take the total hours;

\_\_\_hours are during my regular work period

\_\_\_hours are online

\_\_\_hours are after work

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Date