

**REQUEST FOR WAIVER OF BORROWER TRAINING REQUIREMENTS
INSTRUCTIONS FOR PREPARATION**

Purpose: This form is used by FSA applicants/borrowers to request a waiver of the requirements of the Borrower Training program.	
Handbook Reference: 3-FLP	Number of Copies: Original
Signatures Required: Applicant/Borrower	
Distribution of Copies: Servicing Office case file	
Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A) DLS	

**Part A is completed by the applicant.
Part B is for FSA use only.**

PART A - Items 1 – 2B

Fld Name / Item No.	Instruction
1(a) Name	Enter the applicant's name.
1(b) Financial Management Waiver	Enter check mark in box if you are requesting a waiver of the financial management borrower training requirement.
1(c) Production Waiver	Enter check mark in box if you are requesting a waiver of the production borrower training requirement.
1(d) Previous Training	Attach documentation of previous training and/or experience you have received.

Fld Name / Item No.	Instruction
1(e) Previous Courses or Experiences	List training courses completed and/or provide an account of appropriate experience you have.
2A Signature	Enter the applicant's signature.
2B Date	Enter date the applicant signed.

FOR FSA USE ONLY. PART B - Items 3A – 4D

Fld Name / Item No.	Instruction
3A FSA's Decision	Enter a checkmark to indicate either Approved or Denied for Financial Management and Production.
3B Reason for Denial	Indicate in the space provided the reason this request is denied, if applicable.
4A Agency Official	Enter the name of the Agency Official making the decision.
4B Title	Enter the title of the Agency Official making the decision.
4C Signature	Enter the signature of the Agency Official making the decision.
4D Date	Enter the date this form is signed by the Agency Official.