



## DEPARTMENT OF THE AIR FORCE AIR UNIVERSITY (AETC)

### MEMORANDUM FOR: STUDENTS IN THE AIR FORCE HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (HPSP)

FROM: AFIT/CIMJ

Attn: HPSP/FAP  
2950 Hobson Way

Wright-Patterson AFB OH 45433-7765

SUBJECT: Essential Information Regarding Your Scholarship

1. Welcome to the Health Professions Scholarship Program, also known as the HPSP! While you are in school and receiving scholarship benefits, our office will serve as your main focal point for all matters relating to your scholarship. We are the Air Force Institute of Technology (AFIT). We are located at Wright-Patterson AFB, OH and are in the Eastern Time zone. Enclosed is a point of contact roster with an assortment of numbers you will use while in the program.

2. The HPSP website is available on the internet at <https://cip.afit.edu/> then in the CI Student Portal Login window click Create Account. **You will need to provide a class instruction start date excluding orientation to [enem.hpsp\\_fap4@afit.edu](mailto:enem.hpsp_fap4@afit.edu) and [afit.cim.hpspfap4@us.af.mil](mailto:afit.cim.hpspfap4@us.af.mil).** You must visit the website **at least monthly to read the latest updates.** Once you have established the initial password and gained access, the following information and interactive forms located at that site are **required** to be read/used:

- a. Initial Program Page (updated as required)
- b. Personal/Address Change Notifications
- c. Annual Certification (E-Form opens annually 1 October)  
**DUE no later than 31 December each year!**
- d. Active-duty tour planning guidance and forms
- e. Information for reimbursement of educational expenses and forms
- f. All information posted on the AFIT HPSP/FAP website

3. In order for us to provide you with the best service possible, we must have current information on file. If you change your email, address, phone number, marital or academics status --- **we must know immediately.** **Please access the website and complete an electronic update through the Personal Information tab anytime your contact information changes.** Submitting contact information through the HPSP/FAP website will send auto notifications to the Air Reserve Personnel Center (ARPC) and the Reserve Pay Office to update your main personnel and pay records with the new info.

4. If you have a change in health status, contact us immediately. If you are contemplating elective surgery – you must contact us **prior** to obtaining the procedure.

5. Key program information and important scholarship changes/updates will be posted monthly on the AFIT website. This is your means of scholarship information. The departmental website is <https://cip.afit.edu/>. It is important to read the opening page at least monthly. For you to “sign in” on this website we must have your correct date of birth and email address on file. Occasionally, a data

entry error may occur, if you receive an error message indicating your information could not be verified/confirmed, please contact us so that we can confirm/correct the data entries.

6. It can take approximately 4-8 weeks from the time you commission for your HPSP/military records to be generated and the in-processing to be complete. Therefore, the initial start of your HPSP funds can be delayed depending on when you commissioned in relation to your HPSP program start date. The HPSP program start date is calculated by taking the latter date of the HPSP contract, the AF form 133 (Oath of Office), and the first date of class instruction (this usually does not include orientation). The program start date is the date you are eligible to start receiving scholarship benefits. If the payment of your benefits is delayed due to in-processing you will receive the back pay, retroactive to your HPSP program start date, once your in-processing is complete. Once the start date has been established, a timeline for stipend payment can be established. Stipend is paid/deposited on the 1<sup>st</sup> and 15<sup>th</sup> of each month with a transaction cutoff date in the middle of each pay period. Each pay/deposit date is paying the eligible stipend funds for the two preceding weeks. (EXAMPLE: A start date of 17 Aug will not receive their first stipend payment until 1 Sept). Please reference the myPay information that is included on the AFIT/CI Welcome Package page

Medical HPSP students who have accepted the Accession Bonus should receive full payment within 30 days from the first HPSP stipend deposit, which is after in-processing is complete and after your official HPSP start date has passed. If you do not receive your bonus payment within the specified timeframe, you will need to contact the ARPC/FM office using the *ask a question* feature on myFSS.

7. Once in-processing is complete all, HPSP members will have access to their Appointment Order (AF Form 92). This document is generated by ARPC and reflects the action of appointing you as a USAF Reserve Officer. The Appointment Order is needed to be able to obtain your Reserve Military ID Card at the nearest ID Card Processing Center/RAPIDS location. This document will be made available to you via your myFSS account. Instructions for accessing your myFSS account will be sent to you from ARPC once your Appointment Order is available.

8. **Please do not pay your tuition if you receive an invoice.** If you do receive an invoice, confirm with your school that they have you listed as an authorized Air Force scholarship recipient. Once they do, they should bill the Air Force for your tuition/fees. If you are a first-year student and paid a deposit to hold your place in the class and it was applied to your tuition, the school must invoice the Air Force for the entire amount of your tuition. AFIT will pay the full tuition invoice to the school; once the funds are received, the school will then credit the student in accordance with their refund policy. If you experience difficulties with tuition payment/registration, please contact the AFIT HPSP Program Office immediately so that we may promptly resolve the issue. For non-reimbursable educational items, please see the reimbursement page under the Finance tab on the CI Student Portal.

9. To receive reimbursement for books, supplies, and other eligible expenses while in the HPSP, submit the AFIT Form 31 and EFT Authorization Form (only when filing for reimbursement) with legible copies of your receipts and documentation indicating requirement, i.e. course syllabus, required book list, etc... If your school does not indicate a requirement, then a letter from the program director is needed stating the books are “required” by all students in the same course of study, regardless of outside sponsorship, will suffice. Items indicated as “recommended” by the education institution are not eligible for HPSP reimbursement. For detailed instructions, reimbursement limitations, and answers to your reimbursement questions, please refer to the Finance section of the AFIT HPSP/FAP Student Portal and the reimbursement info included in this HPSP e-Welcome package.

Note\*\*\* All book/supply reimbursement requests must be submitted within one year of purchase. Failure to do so during the specified timeframe may result in forfeiture of reimbursement eligibility.

10. First year students who accepted the scholarship prior to receiving an acceptance from your first choice school, and wish to change to that school must coordinate any transfers through our AFIT HPSP Program Office no later than 30 June. We must approve the change before you accept the offer of admission and transfer. Contact the AFIT HPSP/FAP office directly with any changes to your institution (email: [enem.hpsp\\_fap4@afit.edu](mailto:enem.hpsp_fap4@afit.edu), [afit.cim.hpspfap4@us.af.mil](mailto:afit.cim.hpspfap4@us.af.mil) or phone: 937-904-3037).

11. In accordance with U.S.C. Title 10 (Law) HPSP students are required to be placed on one 45-day active-duty tour order for each academic year of sponsorship (for example: a 4 year sponsored students is required to be placed on 4 sets of 45 day orders during HPSP participation, 3 yr sponsorship = 3 ADT's, etc...). Note\*\*\* Students may not be placed on orders during each calendar, fiscal or academic year, due to the timing of military training programs; however, all eligible ADT orders must be completed by graduation.

Medical HPSP students will attend Officers Training School (OTS), the Core Aerospace Medicine Principles (CAMP) course and additional military training/rotation programs in a specialty(ies) they plan to apply for residency in an active duty capacity during their 45 day ADT orders. Additional information, requirements, and restrictions is located on the AFIT HPSP/FAP website, <https://cip.afit.edu/>, Civilian Institute Portal.

Most dental, nursing, and BSC discipline degree programs do not have a break allowing attendance of military training programs. Additionally, the USAF does not have approved military programs for this population to attend during HPSP participation. Therefore, the dental, nurse and BSC degree discipline HPSP members will be placed on what are called Campus Tour Orders to satisfy the U.S.C. Title 10 ADT requirement. Campus tour orders assign the member to their school/home of record to go about their normal daily activities. They do not have military duties to perform nor do they travel to a military facility during this timeframe. **HPSP students cannot have OCONUS travel (including Alaska and Hawaii) during their 45 day order.** If OCONUS travel is planned during your assigned 45-day orders, please contact the AFIT HPSP-FAP office to reschedule the campus tour.

12. Finally, each year you are required to complete an Annual Certification form. The annual certification is completed electronically through the AFIT HPSP/FAP website (<https://cip.afit.edu/> Civilian Institute Portal). The form will be available for submission annually beginning 1 October and requires submission to our office no later than 31 December.

13. Again, we welcome you to the program and look forward to working with you to meet your educational and professional goals. Please remember to retain a copy of every document you submit to our office. We recommend that you set up a designated file for this purpose with long-term access capabilities as some documents may be needed during your future military career. If you need additional information, please feel free to contact us as noted above.

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