

AFHPSP GENERAL FINANCIAL PAYMENT GUIDELINES AND LIMITATIONS

Paid directly to the School-The following items will be paid directly to the school (if required for all students attending the school) and if AFIT (the Air Force) has been invoiced for them. If you are a new student to the HPSP, the Air Force may only pay your tuition/authorized expenses on or after your scholarship eligibility date.

- Tuition
 - The Air Force will not pay for tuition beyond that which is required for award of the sponsored degree (e.g. no combined degrees MD/MPH/MBA/MHA, DDS/MPH/MBA/MHA)
- Required Fees
 - The Air Force will not pay: parking permits, pager/beeper/cell phone, cap & gown fee, housing/meal fees, computer/palm pilot/laptop purchases, microscope purchase, telecommunication fee/copier card fees, yearbook, student association memberships, graduation fees, board exam preparation fees.
- Health Insurance
 - If required by school. No supplemental Dental, Pharmacy or Vision options/coverage are approved. Single rate minimum level required by school.
- Disability Insurance (if required by school)
- Kit fees (limited to academic years enrolled in the HPSP)
- Degree posted transcript fees (2 copies at program completion)

Reimbursable Items are those considered required for all students, regardless of financial sponsorship, in order to graduate.

This does not apply to the fees list mentioned above or the non-reimbursable items list mentioned below.

School/Class Deposits -If you paid a deposit to hold your place in class, have the school bill AFIT/FM for the entire tuition. The school will/should credit your account or return your deposit, once the HPSP payment for the term is received.

Grace Period-You may purchase required items (e.g. books, supplies, etc.) if you are within 60 days of your scholarship eligibility date. Make the required purchases and then submit an AFIT Form 31 requesting reimbursement. You will receive payment for your reimbursement claim after your scholarship eligibility date arrives (normally the first day of academic classes). After you have entered your scholarship eligibility dates you can submit reimbursement claims (AFIT Form 31) as needed.

Submission/Fiscal Year Requirements-The government works on a fiscal year basis (1 October – 30 September). Overlapping fiscal year purchases must be on a separate AFIT Form 31. This policy will ensure we expend designated funds for each fiscal year in a

timely manner. If you have questions regarding this subject contact us for discussion and clarification.

- All reimbursement requests must be submitted, and received by AFIT, within one year of item purchase. Also, the government works on a fiscal year basis. Please separate purchases made 30 Sep or sooner on one form and purchases made 1 Oct or later on another form.

NON-REIMBURSABLE ITEMS (ALL PROGRAMS):

- Electronic equipment and devices (includes beepers, cell phones, personal data devices).
- Computer hardware, accessory equipment, and internet service provider connections.
- Computer software that is not a substitute for a textbook or classroom instruction.
- Surgical clothing and nametags.
- General office supplies or correspondence items.
- Optional and specialty/sub-specialty/recommended texts- We will only reimburse textbooks that are REQUIRED.
- Housing, meals, and any (personal or school) travel or moving expenses.
- Student association, class, professional, society, and other similar dues.
- Non-related courses (e.g. undergraduate, masters, Ph.D.), pre-admission courses, board review courses, and USMLE/COMLEX (or similar types of exams) preparation courses.
- Parking, toll, locker, laundry, legal, graduation, cap and gown rental, program diploma and other similar fees.
- Theft, life, computer, rental or other insurance of any kind unless specifically authorized herein.
- Equipment repair or maintenance.
- Stolen, lost, damaged or replaced items.
- CIBA Publication Series. Reimbursement may be made only for required portion and is not authorized for the entire series.
- State and regional boards.
- Veterinary national board examination and clinical competency test fees.
- Preparatory courses, and academic courses and related expenses that are repeated, or taken in an educational institution other than the authorized school of enrollment, or that resulted prior to HPSP entry.
- Any penalty or leave of absence fee assessed by the school to the student.
- Dental insurance - unless mandatory for enrollment.
- Fuel and insurance for rental cars.

- Transportation and relocation expenses or fees.
- Interest, penalty and fees for school loans.
- Travel or expenses associated with, other than Active Duty for Training (ADT). ADT travel expenses are requested using a DD Form 1351-2 NOT an AFIT Form 31.
- Cavitron.

**If your claim is denied, and you feel it meets the criteria outlined here, you may appeal the decision. Review these instructions and discuss your situation with the program manager, as she is the final approving official.*

Health Insurance

- HPSP/FAP pays for medical insurance only if it is **required for all students** at the school. HPSP/FAP pays only for the single rate student's policy. No supplemental Dental, Pharmacy, Vision options/coverage are approved. Only minimum level policy required by school will be covered. Students may pay the difference between the single and the family policy, or to get a higher cost/better coverage policy.
- Dental premiums may only be reimbursed if required for enrollment into a program. You must submit proof of the requirement of the insurance in order to be reimbursed for the cost.
- The coverage does not have to be through the institution. HPSP will reimburse for the single rate policy with the minimum coverage the school mandates, for any insurance company. You can send it in monthly, quarterly, or annually, whichever is most convenient for you. Make sure you send proof of requirement and proof of payment
- Your school can bill AFIT/FM for the medical insurance premium in the tuition bill or students can pay for the insurance themselves and submit proof of payment for reimbursement on an AFIT Form 31.

Immunizations

- Hepatitis B Series (3 Shots)
- Measles-Mumps-Rubella (MMR)- Required if no documentation available
- Influenza –Required when seasonally available
- Varicella – Required if no history documentation available

National Board Exams

Only national boards will be considered for reimbursement. The Air Force requires that medical and dental students complete and pass parts I & II, of the national board exams for entry into residency programs. Other national boards will be considered if required for degree completion/graduation only. Regional boards and boards taken (including part III) for the sole purpose of obtaining a license to practice in your specialty are not reimbursed. Submit a cancelled check/on-line credit card charge confirmation/ or copy of credit card/bank statement with name, amount and date of purchase.

The following Board Examinations are approved for reimbursement:

- The National Board of Medical Examiners (USMLE) Parts I & II.
- National Board of Osteopathic Medical Examiners (COMLEX) Parts I & II.
- National Board Dental Examination (NBDE) Parts I & II.
- Joint Commission on National Dental Exam (ADA)
- National Board of Examiners in Optometry (NBEO) Part I, II & III
- Physician Assistant National Certifying Exam (PANCE)
- Examination for Professional Practice in Psychology (NEPP)
 - Osteopathic students may take either or both USMLE or/and COMLEX, but will be reimbursed for only one.
 - NEPP only reimbursed if it is being used as a qualifying exam and is required for degree completion.
 - Reimbursement only for exams taken during scholarship enrollment.
 - Reimbursement for exam fees only, no reimbursement for travel.
 - Under no circumstances will Regional Boards, Mock Boards, Board Prep Exams, or Clinic Fees for the boards be reimbursed.

ERAS/NMRP

Electronic Residency Service (ERAS) and National Residency Matching Program (NRMP) costs are now eligible for combined reimbursement up to \$350.00. This applies to both medical and osteopathic students.

Reimbursable Caps

The following equipment and supply items are subject to maximum payments and must be accompanied by a syllabus/student handbook reference stating requirement:

- Sphygmomanometer - \$170.00 as of 1 June 25
- Diagnostic set (includes otoscope and ophthalmoscope) - \$800.00 as of 1 June 25
- Retinoscope/Ophthalmoscope- \$825.00
- Stethoscope - \$160.00 as of 1 June 25
- Doctor Bag - \$80.00
- Penlights - \$8.00
- Tuning Fork – 3 @ \$15.00 each
- Reflex Hammer - \$12.00

- Neurological Hammer - \$12.00
- Measuring Tape - \$12.00
- Thermometer - \$15.00
- Scalpel Blades and Handle - \$10.00
- Gloves, Disposable/Examination - \$20.00 per box (maximum 5 boxes).
- Osteopathic Treatment Table - \$450.00
- Dental Camera - \$1500.00 (including all accessories
- Trial Lens and Frames- \$1000.00
- Dissection Kit - \$25.00
- Scrubs – \$300
- Lab Coats – 6 @ \$35.00 each
- Safety Goggles- \$30.00
- Goggles- \$80.00
- Eye Chart- \$6.00
- Loupes (to include LED light)- \$2800.00 (combined total) (As of 1 June 25)
- Loupes- \$2200.00 (As of 1 June 25)
- Loupes Light Only- \$600 (As of 1 June 25)
- ERAS/NRMP - \$350.00 (includes the transcript/transfer fee)
- USMLE step 1 and step 2 (Clinical Knowledge)
- USMLE step 2 Clinical Skills Examination (in addition to the USMLE)
- COMLEX level 1 and level 2 (Clinical Evaluation)
- COMLEX level 2 Performance Evaluation (in addition to the COMLEX)
- Network fee – if required by school and not paid under contract as part of tuition –

Reimbursement minimum amount (in reference to the combined total price on your

AFIT Form 31): \$100. If you do not have enough items needed to cover the \$100 minimum, please wait until the next semester to add more required items on to your request. If you still do not meet the \$100 minimum by the end of the fiscal year, you can submit your reimbursement (regardless of minimum requirements) before the end of the year.

Microscope and Computers

These are approved for rental ONLY, no purchase or lease/rent to own authorized. They are also subject to the limitations listed:

- **Microscope**: \$500.00/yr
 - The Air Force will reimburse up to \$500 per year towards rental only, not rent-to-own. Students may request reimbursement by completing an [AFIT](#)

[Form 31](#) and submitting a copy of their rental contract and paid receipts towards rental of the microscope.

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- **Computers:** \$500.00/year
 - The Air Force will reimburse up to \$500 per year towards rental only, not rent-to-own. Students may request reimbursement by completing an [AFIT Form 31](#) and submitting a copy of their rental contract and paid receipts towards rental of the PC.

HOW TO COMPLETE A REIMBURSEMENT REQUEST: FULL PROCESS

- *Reimbursable items are those items **required** for **all** students, regardless of financial sponsorship, in order to graduate.*
- *All reimbursement requests must be submitted, and received by AFIT HPSP Program Office, within one year of the date of purchase.*
- *It is the member's responsibility to ensure AFIT receipt of reimbursement requests.*
- *Physicians and Dentist in the Financial Assistance Program (FAP) must have a pre-approval of items by your Program Manager prior to submission of a claim. In general, authorization is provided only if member has a degree/tuition associated with residency.*

Each reimbursement request package must include the following documents:

- 1) **AFIT Form 31**
- 2) **Reimbursement Electronic Funds Transfer (EFT) Authorization Form**
- 3) **Itemized Proof of Requirement (not needed for Board Exams or ERAS)**
- 4) **Proof of Purchase for all items listed on AFIT Form 31**
- 5) **Proof of Payment for all purchases**

General Form Instructions and Examples

1. Instruction for completing the AFIT FORM 31

AFIT Form 31 Example (Please refer to HPSP website)

- Complete the personal information on the top portion of the Form 31
- List each individual item for which reimbursement is requested.
 - For books, list the title of each book and *author*.
 - For supplies and equipment, show the brand name. Send a copy of the invoice or packing list reflecting the contents and the required supply/equipment list.

- Indicate the course number and description for which the books and/or equipment and supplies are to be used.
- Enter quantity purchased, unit cost (with discount if applicable) and total cost per item, *even if quantity is just one.*
 - Items requested for reimbursement that are subject to rebate or discount, must reflect discount/rebate on the receipt.
- Fill in the dates of the academic/clinical period.
- Annotate the line item number from the left margin of the AFIT Form 31 on the corresponding receipt or individual item on a receipt.
- **SIGN and DATE** the second page, certifying to the requirement and use of the items. Signature must be hand written (either digital or wet)- we cannot accept digital certificates.

2. Instruction for completing the EFT AUTHORIZATION FORM

- Fill in Date, Name and Social Security Number
- “Organization and Duty Phone”-Input a Phone Number where you can be reached.
- Mark “Military Member”
- Sign- hand written (either digital or wet)- we cannot accept digital certificates.
- Fill in Account Number (example below)
- **Fill in Routing Number (example below)**

Finding your Account and Routing Numbers :

The diagram shows a check form with the following fields and labels:

- NAME**, **ADDRESS**, **CITY, STATE ZIP** (top left)
- 0123**, **01-2345/6789** (top right)
- DATE** (middle right)
- PAY TO THE ORDER OF** (left side)
- \$** (middle right)
- DOLLARS** (middle right)
- BANK NAME**, **ADDRESS**, **CITY, STATE ZIP** (bottom left)
- FOR** (bottom left)
- ⑆0 2345678⑆**, **0 234567890 23⑆**, **0 23** (bottom)
- Bank Routing Number** (under ⑆0 2345678⑆)
- Bank Account Number** (under 0 234567890 23⑆)
- Check Number** (under 0 23)

The diagram shows a check form with the following fields and labels:

- NAME**: Address, City, State, ZIP
- DATE**: Deposits may not be available for immediate withdrawal.
- BANK NAME**: Address, City, State, ZIP
- Bank Routing Number**: 0 2 3 4 5 6 7 8 9 0
- Bank Account Number**: 0 2 3 4 5 6 7 8 9 0 2 3 4
- Check Grid**: A grid for writing the check amount, with labels for "CHECKS", "CHECK OR TOTAL FROM OTHER SIDE", "SUB-TOTAL", and "LESS CASH RECEIVED".
- Amount Field**: A field for the total amount, starting with a dollar sign (\$).

***Be sure to double check your Account and Routing numbers prior to submitting your package.**

3. PROOF OF REQUIREMENT:

- Proof of requirement is provided through a copy of a syllabus, booklist or a letter from the school official stating that the items are "required" for the course.
- **Recommended** textbooks will not be approved for reimbursement.
- If submitting one or multiple syllabus, only include the title page and page of relevant information.
- Proof of requirement is not necessary when requesting reimbursement of National Board Exams (the exam costs themselves, not the study material) or ERAS.
- Reimbursable items are those considered **required** for **all students, regardless of financial sponsorship**, in order to graduate.

4. PROOF OF PURCHASE:

- Itemized paid receipts must be legible, marked "paid", and include the retailer's name, a description of each item purchased, date of purchase and date of payment. All handwritten receipts must include items listed above plus salesperson's signature and your name.
- Requests for reimbursement of on-line purchases must be accompanied by an itemized statement of items purchased and credit card statement reflecting your name and payment made.
- No carbon copies or Xerox copies of checks will be accepted as a paid receipt. Only canceled/cleared copies of checks from the bank will be acceptable.
- Amazon receipts should be the **Final Details for your order**.

5. PROOF OF PAYMENT:

- Proof of payment via bank or earning statement reflecting both your name and payment.
- **NOTE: If someone else paid for your item, you must provide proof that the third party was paid back.**
 - For digital repayment: Provide proof you paid the third party either via bank statement and/or check. If you choose the check method, you must prove the check was cashed.
OR
 - For cash repayment: Notarized letter signed by you and the third party stating what was purchased, when it was purchased, who purchased it, and who the item was purchased from (including nicknames if applicable).

CAUTION: You will be contacted if there are discrepancies and/or omissions. If the necessary documents are not received within 30 days of notice, your packet will be returned to you.

HOW TO SUBMIT:

Forward all reimbursement requests (Form 31, EFT Form, itemized receipts/proof of payment received, syllabi/book lists) to one of the following options:

AFIT Document Upload Center (DUC):

AFIT HPSP Student Portal, <https://cip.afit.edu/> Document Upload Center (DUC) tab on the right of the page after you have logged onto the site. Combine all documents into one single PDF prior to submitting. Submissions with more than one document uploaded will be returned. Reduce the file size if need be.

This is the safest and easiest means of document transmission!

Organization Email: HPSPFAP@afit.edu or AFIT.CIM.HPSP@us.af.mil

Mail:

AFIT/CIMJ
ATTN: HPSP/ FAP
2950 Hobson Way
Wright-Patt AFB, OH 45433-7765

***If you have questions or concerns regarding reimbursements please contact our office at (937) 656-3032 or email- enem.hpsp_fap3@afit.edu or AFIT.CIM.HPSPFAP3@us.af.mil.**

NOTE:

All reimbursement requests must be submitted, and received by AFIT HPSP Program Office, within one year of the date of purchase.

It is the member's responsibility to ensure AFIT receipt of reimbursement requests.

- Retain a copy of entire reimbursement request packet, for your records, in case of loss or discrepancies. AFIT will not provide a copy after submission.
- The reimbursement process takes around 30-45 business days. All reimbursements will be reviewed by HPSP and forwarded to AFIT Accounting Department for processing. After internal processing, it is forwarded electronically to the Defense Finance and Accounting Service (DFAS), for direct deposit into your bank account.