



DEPARTMENT OF THE AIR FORCE AIR UNIVERSITY (AETC)

MEMORANDUM FOR RESIDENTS IN THE AIR FORCE FINANCIAL ASSISTANCE PROGRAM (FAP)

FROM: AFIT/CIMJ

Attn: HPSP/FAP
2950 Hobson Way
Wright-Patterson AFB OH 45433-7765

SUBJECT: Essential Information Regarding Your Scholarship Program

1. Welcome to the Armed Forces Financial Assistance Program, also known as the FAP! While you are in residency 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 AFIT HPSP/FAP website is available on the internet at <https://www.afit.edu/cip/> then click on the Civilian Institute Portal tab and click The CIP Portal is currently available here. You must establish a password immediately by accessing the above URL and selecting the link entitled "create a password" located underneath the signing area. 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://www.afit.edu/cip/>. It is important to read the opening page at least monthly. To submit documents electronically or to access FAP specific information, it is necessary to go to the Civilian

Institute Portal tab and “sign in” on the main page. 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, so if you have difficulty accessing enable student functions, please contact us so that we can confirm correct data entries.

6. The start date for FAP participation is stated in Paragraph 21 of the FAP contract. Please note that on average, it takes a minimum of 6 weeks from the date you sign your contract and take your oath until you begin receiving stipend/grant benefits. The start date will determine when the first stipend payment is made. Once the start date has been established, a timeline for stipend payment can be established. Stipend is paid/deposited on the 1st and 15th 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. The annual grant should pay in full within 30 days of the start date.

The annual grant is paid out in advance for the upcoming year of sponsorship on the anniversary date/start date. ARPC/FM will pay this out annually, no actions are needed from the FAP member to request this. The final annual grant you receive will be prorated base on your program end date: **you may might receive the full amount of the grant!** Please be aware of this as you prepare your finances for the final year of sponsorship.

Dental FAP students that are at a university completing the didactic portion of their program may be authorized tuition payment. If you fall into this category please contact AFIT immediately.

7. If your program requires completion of a Master’s Degree (e.g. orthodontics, prosthodontics) please contact our office immediately to determine if additional documentation is required for your program.

8. If you have “out-of-pocket” expenses that are required as part of your residency program and are required by all residents in the program, you may request reimbursement from the Air Force. The Air Force will consider reimbursement for any items required for your residency. For reimbursement consideration, you must submit a letter listing the items, costs, and documentation from your program director stating the requirements. If approved, we will provide you with additional instructions. Please note some items may be subject to a cap.

9. In the event you desire to terminate training, desire to change locations/specialty, or are dismissed or notified of pending dismissal, you must notify our office immediately for guidance on how to proceed. If you are placed on a leave of absence from your program pending due process review, you must notify us immediately as you are not entitled to receive benefits during these periods. Also, if you experience circumstances where you desire to consider taking a leave of absence, contact us immediately – and prior to initiating any action with your program. The Air Force must approve your request prior to any action with your residency program.

10. Each member will be placed on active-duty tour (ADT) orders annually for 14 days as outlined in your contract. During this time, you will continue to perform your daily duties at your residency location with no military travel required. While on orders, FAP members will have their stipend payments temporarily stopped as you will receive active-duty pay, non-locality BAH and BAS for 14 days. FAP members and their dependents **are not eligible** for Tricare on their 14 day orders as they do not meet the minimum requirements in order length. Once the ADT orders have ended, your stipend will resume as normal. For more information on the non-locality BAH rate, please visit <https://www.travel.dod.mil/Allowances/Basic-Allowance-for-Housing/>

11. 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](https://cip.afit.edu/Civilian%20Institute%20Portal)). The form will be available for submission annually beginning 1 October and requires submission to our office no later than 31 December.

12. 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 file or a loose leaf binder for this purpose. If you need additional information, please feel free to contact us as noted above.

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