



**DEPARTMENT OF THE AIR FORCE
AIR FORCE INSTITUTE OF TECHNOLOGY
WRIGHT-PATTERSON AIR FORCE BASE**

25 September 2025

MEMORANDUM FOR POTENTIAL CIVIL ENGINEER SCHOOL STUDENTS

FROM: AFIT/CE

SUBJECT: The Civil Engineer School – Private Sector Employee Students

1. This memorandum provides the Civil Engineer School's policy and procedures for private sector employees, which includes DoD contractors.

a. Per 10 U.S. Code § 9414a, a "covered private sector employee" is either: an individual employed by a private firm that is engaged in providing to the Department of Defense significant and substantial defense-related systems, products, or services; or an individual employed by a private firm in one of the critical infrastructure sectors identified in Presidential Policy Directive 21. Covered private sector employees may attend AFIT Civil Engineer School courses.

b. Per 10 U.S. Code § 9414a, covered private sector employees must pay tuition. This applies to all methods of instruction to include resident, distance learning, seminars, and onsite offerings.

2. **Registration.** Covered Private Sector Employees must upload two documents when applying for courses through the AU Learner Portal:

a. Contractor Verification Form, available on the AFIT Civil Engineer School official website.

b. Employment Verification Letter on company letterhead, signed by Human Resources.

3. **Tuition Payment.** Upon approval and course booking, tuition payment must be made via credit card through the government's official payment portal. Payment instructions will be provided at that time.

4. FY26 Tuition Rate: \$460.00 per Continuing Education Unit (CEU)

a. Students will use their 10-digit AFIT Unique Identification Number (AUID) as their Student ID Number during payment.

b. If the course is cancelled or the student cancels prior to the course start date, tuition will be refunded.

5. For questions regarding this policy, please contact the Education Support team at afit.ce.cmc@us.af.mil.

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