Civilian Institutions (CIVINS) Student
Top 10 Need to Know...

1. As a fully-funded student, the Navy covers the cost of tuition and mandatory fees. For a complete list of reimbursable expenses please visit the CIVINS website. Fees such as travel, food, lodging, books and course materials will not be paid by the Navy.

2. If your university offers lower tuition for in-state residents you MUST complete a residency waiver to request in-state tuition rates. It is the student's responsibility to provide the university with proof of their active duty status so the Navy will not be billed unnecessarily. Failure to request a waiver of non-residency and health fee charges may result in students being billed for these charges.

3. Education Plans (EPs) must meet Educational Skill Requirements (ESRs) for your prospective subspecialty code. Only courses, activities, and programs that fulfill the ESRs of your subspecialty code and have been approved on the EP by your Subject Matter Expert (SME) shall be funded by the Navy.

4. Any addition or deletion of courses, change in course load, thesis topic or program length requires a revised EP approved by your Program Officer or SME.

5. A final EP covering your entire academic tour is mandatory. Your transcript must match all of the courses on your final EP.

6. One copy of your final transcripts must be sent to the CIVINS office as soon as possible after graduation. This is to close out your student file and recommend your subspecialty code to PERS-45.

7. You must email a copy of your grade report or include your grades on an updated EP to the CIVINS office after every academic term.

8. If you have completed a thesis, capstone project, or other major report, you are required to submit a copy with a SF298 via email to the CIVINS office.

9. A feedback letter on quality of education should be submitted upon graduation.

10. For more detailed information on CIVINS policies read NAVPGSBI1520.1(series): Standard Procedures for Administration and Management of Navy Fully-Funded Graduate Education Programs at Civilian Institutions and the Law Education Program.