



## CIVILIAN INSTITUTIONS

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### NAVAL POSTGRADUATE SCHOOL

Civilian Institutions sponsored Student,

Congratulations on your selection to pursue graduate education as part of the Navy's fully funded Civilian Institutions (CIVINS) Program! Your selection reflects highly of your academic and professional background.

We at CIVINS act as the financial sponsor for active duty Navy Officers attending graduate schools at civilian universities and colleges. Please contact our office to be assigned an Education Technician, your primary point of contact during your graduate education tour. The Ed Tech will act as liaison with the Institution and initiate the required documentation to arrange for the administration and funding of your education.

The CIVINS office will notify the institution that we are your third-party sponsor, financially responsible for your tuition and certain mandatory fees, which will be paid via an electronic billing method. If the institution requires you to pay a seat deposit now, please do so, and we'll see that you are refunded by the institution after you execute orders and your first term's tuition is paid. Throughout your graduate program, should you receive a statement of account, it will require no action on your part. If you receive notice that your account or registration is being placed on hold, please contact your assigned Ed Tech for immediate assistance.

**FOR IMMEDIATE ACTION, Please send us the following in order to properly fund your tuition and fees:**

1. Name of Institution:
2. Personal email address:
3. Cell phone number (which we can reach you at throughout your academic tour):
4. Student ID Number:
5. Official start Date:
6. Graduation Date:
7. Title of degree sought:
8. Copy of Orders

Additionally, you **MUST** request an [in-state residency waiver](#) and [health fee/insurance waiver](#) from your institution (for all state/public institution). Failure to complete these waivers may result in student liability for overbilling.

### **Education Plan (EP):**

The Education Plan form must be completed, approved by your Navy Subject Matter Expert (SME), and returned in order for us to pay your tuition and reimbursements.

1. First, provide a completed EP to your institution Academic Advisor for signature (only required on initial EP). Once your advisor has signed it, email EP to your SME for review and approval. Your EP must be submitted to and approved by your SME prior to the institution's Add/Drop date. Your SME will forward your Educational Plan with SME approval directly to the CIVINS office once reviewed and approved.
2. The courses listed on the EP must meet Educational Skill Requirements (ESRs) for your assigned subspecialty code. Note that classes may fulfill multiple ESRs. ESRs are listed on the CIVINS website and are available through your Program Officer or SME. Any addition or deletion of courses requires submission of a revised EP to be approved by your SME prior change in coursework.
3. You are responsible for ensuring your EP satisfies both degree requirements of the institution AND Navy ESRs. You are required to carry a full course load as defined by the institution (including summer sessions) in order to complete the program in the shortest possible time. Only courses, activities, and programs that apply to fulfilling your subspecialty code's ESRs will be funded by the Navy. You may enroll in courses that do not fulfill ESRs at your own expense, given that they will not delay completion of your curriculum. These courses still need to be listed on an EP and approved by your SME.
4. If you are unable to fully forecast your initial EP at the start of your program, submit a revised EP every time you register for courses. You must have an accurate and approved EP on file for the term before any tuition payments will be made.

### **Claim for Reimbursement:**

If you have reimbursable expenses please utilize the following:

1. **Claim for Reimbursement (SF 1164):** Accompany this form with all receipts you have for reimbursable expenses.
2. **Memorandum of Lost Receipt:** If original receipts are unavailable please complete this form, however, it is only eligible for expenses less than \$75. Memorandums of Lost Receipt will NOT be accepted for high value claims such as tuition seat deposits.
3. **Electronic Funds Transfer (EFT):** Only to be submitted along with your first claim for reimbursement. This form requires accurate contact information and a full social security number.

Claims will not be processed until after you begin instruction. For a complete list of "reimbursable expenses" please visit the CIVINS website or review the CIVINS instruction.

If you have questions don't hesitate to ask. In the meantime, kindly review our instruction and procedures found at:

<http://my.nps.edu/web/civins/student-information>

Thank you and welcome aboard!

## **Mike Ruff**

*Program Manager*

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