



DEPARTMENT OF THE ARMY
ACADEMY OF HEALTH SCIENCES
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6130

REPLY TO
ATTENTION OF

MCCS-HE (350)

21 July 2000

MEMORANDUM FOR U.S. Army Medical Department (AMEDD) Students in Civilian Fully
Funded Degree-Producing Programs

SUBJECT: Policy on Payment of Academic Expenses

1. Applicability. This policy applies to all AMEDD students enrolled in civilian fully funded degree-producing programs who are assigned to the AMEDD Student Detachment or to a Medical Training Facility.

2. Reference. AR 351-3, Professional Education and Training Programs of the Army Medical Department.

3. Effective 1 August 1999, payment for academic expenses will be paid upon request to all AMEDD students enrolled in civilian fully funded degree-producing programs who are assigned to the AMEDD Student Detachment. Exceptions to applicability and the ceiling on payment may be granted only when the Army directs the individual to attend a specific program at the designated civilian institution. The following procedures will apply:

a. Amounts authorized:

(1) Students enrolled in a fully funded degree-producing programs are authorized \$500 annually for expenses incurred during each student academic year. Maximum period of time for payment of expenses for bachelors/masters degree students will be two years or program length. Maximum period of time for payment of expenses for doctoral degree students will be three to four years based on program length. No payment will be made to students with approved extensions.

(2) Students in the Army Enlisted Commissioning Program (AECP) are authorized a book reimbursement of \$1000 per academic year beginning summer term FY00.

(3) In addition to amounts authorized in paragraph 3.a.(1) above, students in degree-producing programs are authorized reimbursements for costs incurred in preparation of master's thesis, doctoral dissertation, or other writing requirements for degree award. Total project reimbursement in limited to \$200 for master's thesis and \$400 for a doctoral dissertation.

b. Payment of Expenses: Payment of expenses is to help defray the cost of items such as:

(1) Textbooks and reference materials required for courses of instructions unless provided by the training facility.

(2) Required expendable school supplies (e.g. paper, pens, copier cards, blank floppy diskettes).

(3) Fees for Graduate Record Examination (GRE) or other equivalent examination required by the Army or the education institution attended.

(4) Fees for transcripts when required by the Army or the education institution attended for entrance only into the training program.

(5) Application and graduation fees charged by the educational institution attended, unless otherwise covered by the contract.

(6) Rental fees for necessary equipment.

(7) Typing, reproducing, binding, and other costs related to the thesis or dissertation required by the school.

(8) The funds provided for the student should not be used for items such as parking, recreation, athletic, health insurance, registration for non-credit courses, newspaper/magazine subscriptions unless required by the discipline, fraternity fees, pins or rings.

4. Payment procedures:

a. General. To obtain payment of expenses, eligible individuals will submit a typed request for payment memorandum or an e-mail to Academy of Health Science, ATTN: MCCS-HEC, Ste 205, 1750 Greeley Road, Fort Sam Houston, TX 78234-6122. If the individual is assigned to a Medical Training Facility or an Army Medical Treatment Facility, they will submit their request to their local director of resource management. The signed request must include full name, rank, social security number, full civilian mailing address, academic year of claim and claim amount. No purchase receipts or bills will be required. Claims must be submitted within 90 days of enrollment of the student. Students will submit a request for each subsequent academic year on the anniversary date of enrollment. **Requests for payment more than 90-days deadline of the anniversary date for each academic year will be returned without action.**

b. Thesis and dissertation expenses. Payment for thesis and dissertation expenses must be requested separately from other educational expenses. The deadline established for submitting payment requests will be 90 days after conferring of the degree. Along with the request, the student must submit proof of evidence the degree has been conferred. Students are no required to submit purchase receipts for materials and services incurred in connection with the dissertation or thesis. Proof of degree completion can be accomplished by providing a copy of the final transcript with degree and date. To obtain payment of expenses, eligible individuals will submit the request for payment memorandum or e-mail to Academy of Health Science,

ATTN: MCCS-HEC, Ste 205, 1750 Greeley Road, Fort Sam Houston, TX 78234-6122. The signed request must include full name, rank, social security, full civilian mailing address, academic year of claim and claim amount.

5. This change will be incorporated in the revision of AR 351-3. The point of contact for this action is Lisa Russell, Chief, Central Training Program, at DSN 421-9623 or commercial 210-295-9923.

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and Training