Chapter 7
REIMBURSEMENT TO STUDENTS

7-1. Highlights.
   a. Your tuition payments are made directly to the school.
   b. You must submit a reimbursement claim within 60 calendar days after purchase. The reimbursement claim must be submitted online at: www.modds.army.mil/medicaleducation under the Request tab. Instructions for the submission of a reimbursement request are found at the same website under the General Information Tab. The Student Management Office may authorize repurchase of appropriate items lost or damaged due to made or natural disaster. Claims for repurchase must first be submitted to the Student Management Office for approval.
   c. You will normally receive reimbursement within five weeks after the Defense Military Pay Office receives the CDW; a leave and earning statement is provided upon Electronic Fund Transfer (EFT) payment.
   d. You are not authorized reimbursement for purchases or claims after 15 March in the graduation year.
   e. You receive full reimbursement up to 45 days before the entitlement start date for normal program entry (includes alternates) and prorated reimbursement for late entry.
   f. You are reimbursed for only single rate health insurance coverage if required for enrollment.
   g. You are subject to automatic audit and, if appropriate, collection if the $4000.00 average total reimbursements for books, supplies, and equipment (except dental) is exceeded.
   h. You are not authorized reimbursement for the purchase of computers or microscopes, but may be reimbursed $500.00 annually for rental of microscope (2-year maximum) and computer (4-year maximum).
   i. You are not authorized reimbursement for: preparatory courses and texts; repeated academic courses and related expenses; or courses that were taken in an educational institution other than the authorized school of enrollment or that resulted prior to HPSP entry.

7-2. GENERAL.
Reimbursement is outlined in, AR 601-141, Chapter 2, paragraph 2-2, which can be found under the General Information Tab at www.modds.army.mil/medicaleducation. Stipend is not a reimbursable expense. Educational costs are reimbursable expenses. Reimbursements, as with stipend payments, are not authorized for periods preceding HPSP entry or following disenrollment from school, termination from the HPSP or other periods of ineligibility. Participants who discontinue their degree program are liable for all educational costs following the effective date of disenrollment or termination.

   a. Method of reimbursement. Reimbursements for tuition and fees are normally made directly to the school, but may be made to the participant by submission of a cost data worksheet online in unusual circumstances. All prorated and other reimbursements are normally made directly to the student.
   b. Claims submission. Request for reimbursement will be made online. The minimum reimbursement amount is $100.00. There are a variety of circumstances that require that with the online request, students submit paid receipts to the Student Management Office prior to processing reimbursement. Once you have submitted your CDW, you must provide LEGIBLE copies of your receipts. If a receipt is not legible it will delay the processing of the CDW. These must be itemized receipts from the retailer. A copy of a check or credit card statement is not sufficient. You are welcome to mail them to the Student Management Office, you can fax them to the Student Management Office, 1-703-681-8044 or, you are welcome to scan the receipt and email it to UME@amedd.army.mil. If you choose the email option, please have CDW RECEIPT as the subject line. The reimbursement claim must be submitted within 60 calendar days in the same fiscal year the purchase is made or it will be void. The fiscal year ends on 30 September. The only exception to the 60 day rule is if the reimbursement request does not total $100.00.

   (1) Reimbursement is not approved for items purchased or CDW submitted after 15 March in the graduation year.
(2) Reimbursement is authorized only for required purchases related to obtaining the health care degree authorized under the HPSP. Reimbursements are not made for any purchases or expenses related to undergraduate degrees and for graduate professional education (internships, residencies).

c. Full reimbursement. Students who initially enter the program at the beginning of the academic school year are eligible for full reimbursement of all required and authorized educational expenses and purchases made up to 45 days before the entitlement start date. This may also apply to alternate selectees who are later offered an Army scholarship, subject to retroactive appointment.

d. Prorated reimbursement. Students who enter the program during an academic session are authorized prorated reimbursement for all required and authorized tuition, books, educational expenses, and purchases as of the entitlement start date. This applies to selectees who delay accomplishing administrative requirements for program entry. The lengths of school terms vary. Stipend is not an issue since it does not begin until the HPSP entry date. The formula is: active days x amount claimed/total term days = prorated amount. The formula is accomplished in several steps as indicated below.

(1) Determine the total number of term days (from term start to term end date).

(2) Subtract the number of unauthorized days (from term start date to day before HPSP entry date) from the total term days to get the number of active days.

(3) Multiply the active days by the amount claimed and divide the result by the total term days to get the prorated amount. For example: A member who began the academic term 1 August entered HPSP on 1 September and submitted a reimbursement claim for $25,000.00 (tuition, books, equipment, etc) for the term ending 15 December would receive prorated reimbursement of $19,343.06 (137 total term days - 31 unauthorized days = 106 active days. 106/137 x $25,000 = $19,343.06).

e. Retroactive reimbursement. Students activated from alternate select status are authorized reimbursement pursuant to paragraph 7-1c above effective on the latter of the date selection board results are approved or as prescribed in paragraph 3-3b of this policy upon submission of a claim as prescribed in paragraph 7-1b above.

f. General reimbursement. In all instances, reimbursements are authorized only for items purchased for use during the current academic year. For example, an entering first year student is allowed reimbursement for authorized items required for the first year studies.

g. Prior year purchases. Items purchased in prior years are not reimbursed, even if still in use or required for future use. For example, a student entering the scholarship program as a second-year student would not be authorized reimbursement for purchases previously made for the first year of studies.

h. Reimbursement processing. The reimbursement time frame is governed by the processes of agencies responsible for financial payments and contracting for tuition payments. The volume of payment transactions for claims and tuition payments, accuracy of claim submissions and timeliness/accuracy of school billings affect the length of time for payment of entitlements. Any payment time frames indicated herein are not contractually binding, but are estimates based on normal processing times and can be longer or shorter.

7-3. Procedures.
Paid receipts must be submitted with the CDW, unless otherwise indicated. Submission of fraudulent reimbursement claims may result in termination from HPSP and other appropriate action. Paragraphs 7-3 through 7-10 describe standard reimbursable and non-reimbursable expenses.

a. Failure to properly complete the CDW’s or failure to submit the receipts will delay reimbursement.

b. The finance system makes reimbursement by EFT to the student's bank account. This will normally occur within three to five weeks after receipt of the appropriate reimbursement documents by the Ft. Sam Houston DFAS. An LES will be provided to the student when the EFT is made.

7-4. Reimbursable expenses - all programs.
The following items are approved for reimbursement when required of all students attending the school and authorized by the Army. Reimbursement is subject to the conditions or limits on any item included in the list. Except where indicated, reimbursements for books, supplies, equipment will not normally exceed $4,000.00. Accordingly, students must be prudent in purchases to minimize government expense. Reimbursements that exceed the above cost causes an automatic audit of all reimbursements and, if appropriate, collection. No reimbursements are authorized for any expenses incurred after the graduation
date. The least expensive dollar items (books, instruments, equipment, health insurance, etc.) must be purchased in order to minimize government expense. The Student Management Office may authorize repurchase of appropriate items lost or damaged due manmade or natural disaster. Claims for repurchase must first be submitted to the Student management office for approval.

a. Tuition and mandatory fees - Paid under contract. Prohibited purchases, such as computers, included as part of tuition are excluded from reimbursement.

b. Dental gold fee - Paid under contract.

c. Single-rate health fee - Paid under contract. This is different from health insurance.

d. Anesthesia nursing certification fee - Paid under contract.

e. Textbook and equipment fees - Paid under contract.

f. Single-rate hospitalization insurance – As a general rule, reimbursement is authorized only when coverage is required of all students for enrollment at the educational institution. Any associated co-payments or other fees are not authorized for reimbursement. Additionally, when multiple policies are offered by the school, reimbursement will be limited to the cost of the least expensive policy offered by the school. Students must accept any mandatory coverage offered by the school. See paragraph 7-4f(2) below regarding when comparable coverage other than the school’s policy may be obtained.

(1) Contract payment. Full payment for coverage is made under contract, along with tuition and other fees, when the school’s insurance coverage is utilized by the student, regardless of whether use of the school’s policy is mandatory or optional.

(2) Reimbursement directly to students. Payment for this coverage may be made under CDW when the school does not offer required insurance coverage or the school allows comparable coverage.

Examples of situations requiring reimbursement under a CDW are schools that require insurance coverage, but allow students to: obtain coverage comparable to that offered by the school; or may offer coverage, but allow students to retain pre-existing insurance coverage (i.e. spouse employer or parent family plan, see paragraph 7-4f(3) below).

(a) Reimbursement for comparable or optional insurance will be limited to the cost of the least expensive policy offered by the student’s school.

(b) If coverage is not offered by the school, reimbursement will be made based on the cost of coverage offered by the carrier the school invites to solicit students (primary). As a secondary alternative, reimbursement will be made based on a school with which the Army Scholarship Program does business that is located in the same state or region. Reimbursement for insurance will be limited to the cost of the least expensive policy offered by the school of comparison.

(c) The following documents are required to receive reimbursement: a CDW; published criteria (student handbook) from the university indicating insurance coverage is required of all students for enrollment, and a receipt for payment.

3) (3) Students with pre-existing coverage. Reimbursement with a CDW may be made to students who have pre-existing coverage. Reimbursement is made for the lesser of: the cost of school insurance coverage, or prorated cost of single rate coverage under an existing employment or family insurance coverage plan. The following documents are required to receive reimbursement: a CDW; correspondence from the Office of the Dean of Student Affairs indicating that insurance coverage is required for enrollment; a letter from the insurance carrier or appropriate employer indicating the cost of single rate coverage; and a receipt or pay stub. When the cost of single rate coverage under an employer or family plan cannot be determined, reimbursement will be as prescribed in paragraph 7-4f(2). Students who remain on their parent’s health insurance plan can be reimbursed for the difference between the costs of health insurance with/without the student being on their parent’s health insurance plan. A copy of parent’s health insurance plan is required to verify cost.

g. Disability, liability and malpractice insurance – All exceptions and rules indicated under paragraph 7-4f above apply to these insurance types. Reimbursement is limited to $350.00 each unless otherwise authorized in paragraph 7-4f.

h. Microscope and computer rental/lease - $500.00 each per year for up to two years for a microscope and four years for a computer. This cannot be applied to microscope and computer purchases. A copy of the computer lease or rental agreement from a computer leasing/rental entity (not friends, relatives, or a personal business that has been established to meet this requirement) must be provided. Computer rental/lease agreements that contain a provision that results in ownership at the end of the lease/rental period are not authorized for reimbursement.

i. Non-refundable deposit for rental of microscope or computer.
Textbooks. The title and author of each textbook claimed must be listed on the CDW for reimbursement. Reimbursement for specialty/sub-specialty textbooks is not authorized. Board Review books are not authorized.

Computer software (includes DVD) that is a substitute for a textbook or classroom instruction - limited to the price of the comparable text.

Only 1 (includes part 1, 2 and 3 as indicated) of the following: Part 1 and part 2 of either the USMLE; COMLEX; NBDE; North American Veterinary Licensure Examination (NAVLE); Parts 1, 2 and 3 of the National Board of Examiners for Optometry (NBEO); or other similar undergraduate board examination fee required by the Army or required for graduation. The Army requires successful completion of the USMLE/COMLEX/NBDE/NBEO/NAVLE.

The following immunizations are reimbursable:
(1) Hepatitis B Series (3 shots): The completed series.
(2) Measles-Mumps-Rubella (MMR): Required if no immunization documentation is available.
(3) Influenza: Required when seasonally available (October - February).
(4) Varicella: Required if no history of varicella and recommended if local MTF is able to provide it.
(5) Rabies series: The complete series.

Tutorial tapes required for course work and lab instruction ($50.00 limit).

Clinical Psychology Residency Match Registration Fee.

Access cards required for grant entry into authorized educational locations.

7-5. **Nonreimbursable items - all programs.**
The following, but not limited to, equipment or items are not authorized for reimbursement regardless if it is required by the university.

Camera or attachments except as outlined in paragraph 7-6 ppp.

Electronic equipment and devices (includes beepers, cell phones, personal data devices).

Computer hardware, accessory equipment, and internet service provider connections.

Computer software that is not a substitute for a textbook or classroom instruction.

Microscope.

Surgical clothing and nametags.

General office supplies or correspondence items.

Optional and specialty/sub-specialty texts.

Housing, meals, rental insurance, and any (personal or school) travel or moving expenses.

Student association, class, professional, society, and other similar dues.

Non-related courses (e.g. undergraduate, masters, Ph.D.), pre-admission courses, board review books and courses, and USMLE/COMLEX (or similar types of exams) preparation courses.

Refundable and pre-admission fees or deposits that are not credited for tuition.

Parking, toll, locker, laundry, legal, graduation, cap and gown rental, program diploma and other similar fees.

Prescription safety glasses.

Theft, life, computer, rental or other insurance of any kind, unless specifically authorized herein.

Equipment repair or maintenance.

Stolen, lost, damaged or replaced items.

CIBA Publication Series. Reimbursement may be made only for required portion and is not authorized for the entire series.

Civilian attire of any type.

Student note-taking and tutorial services.

Part/Step III of the USMLE/COMLEX, and any other: licensing, certification or course curriculum cost or fee; associated incidental fees or expenses (e.g. equipment, lab and assistant expenses or fees); regional and other examinations.

State and regional dental boards.

Preparatory courses and texts, academic courses and related expenses that are repeated, or taken in an educational institution other than the authorized school of enrollment, or that resulted prior to HPSP entry.

Any educational expense assessed by the school to the student for any period preceding HPSP entry and following the day of a participant's disenrollment or termination from school or the HPSP.

Any penalty or leave of absence fee assessed by the school to the student.
z. Dental insurance - unless mandatory for enrollment.
aa. Fuel and insurance for rental cars.
bb. Transportation and relocation fees and expenses.
c. Interest, penalty and fees for school loans.
dd. Travel or expenses associated with other than active duty for training and that are not specifically authorized herein.
e. Fees for the national residency matching program or other similar occurrences.
ff. CPR/BLS Classes
gg. Co-payments of any kind (i.e. medical, dental etc.)
hh. Licensure review books or preparation classes for licensure examination.

7-6. Medical Program.
Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Army.
a. Sphygmomanometer - $150.00.
b. Diagnostic set (includes otoscope and ophthalmoscope) - $575.00.
c. Stethoscope - $140.00.
d. Black Bag - $70.00.
e. Penlights - $8.00 per year.
f. Tuning Fork - $18.00.
g. Reflex Hammer - $10.00.
h. Neurological Hammer - $12.00.
i. Measuring Tape, Physicians - $12.00.
j. Thermometer - $8.00.
k. Scissors, Bandage - $10.00.
l. Scalpel Blades and Handle - $10.00.
m. Gloves, Disposable/Examination - $20.00 per box (maximum 5 boxes).
n. Osteopathic Treatment Table - $400.00.
o. Dissection Kit - $20.00.
p. Laboratory and Clinical Clothing (hospital white coats and trousers) - $35.00 each (maximum 6 items in any combination for the entire period of program participation).
q. Goggles - $60.00.
r. Electronic Residency Application System fee - $162.00 (includes the transcript/transfer fee).
s. USMLE step 1 and step 2 (Clinical Knowledge) - $560 each part or actual cost.
t. USMLE step 2 Clinical Skills Examination (in addition to the USMLE) - up to $1200.00 or actual cost.
u. COMLEX level 1 and level 2 (Clinical Evaluation) - $535.00 each part or actual cost.
v. COMLEX level 2 Performance Evaluation (in addition to the COMLEX) - up to $1150.00 or actual cost.
w. Network fee – if required by school and not paid under contract as part of tuition – $165.00.

7-7. Dental Program.
Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Army. Replacement may be authorized for burrs, fabricated teeth for typodont use and instruments due to normal wear with repetitive use not to exceed 50 for the length of the scholarship.
a. Paint brush #1 sable - $2.00.
b. Diamond burr. - $4.00 each (maximum 4).
c. Student casting kit - $17.00.
d. Smoothex - $10.00.
e. Aerodope - $5.00.
f. Separating Discs sgl and dbl sided - $8.00 each (maximum of 2).
g. Lathe chuck burr ck8r and taper ck7bl - $15.00.
h. Casting crucible - $10.00.
i. Disc kit (includes stand, box discs and mandrel) - $32.00.
j. Gold crown thickness gauge - $32.00.
k. Glass mixing slab - $9.00.
l. Beautycast investment 18 pkg - $7.00.
m. Lab knife handle - $10.00.
n. Blades - $10.00.
o. Plaster knife #12 - $7.00.
q. Carbide lab bur #71E023 - $14.00.
r. Sable brushes - $8.00.
s. Bush silent stones - $15.00.
t. Mandrel FG and sthp - $5.00.
u. Wax burr - $2.00.
v. #8 round carbide sthp - $2.00.
w. Denture/practice/test teeth - No more than 50 total teeth while in the program.
x. Porcelain kit - $25.00.
y. Sonic scaler - $552.00.
z. Cement spatula - $9.00.
aa. Rubber base spatula - $4.00.
bb. Rubber base syringe - $25.00.
c. Package of teeth - see w above
dd. Face Mask - $20.00
ee. Inlay tongs - $2.00.
ff. Soldering tweezers - $4.00.
g. Wax blue inlay - $5.00.
h. Articular case with facebow and accessories - $520.00.
i. Student polishing kit (trustler, arbor chuck, brush wheel, arbor bands, soft brushes, 2" chamois wheel, 1-1/4" and 3" buffs, felt cones, stick rouge and stiff brushes) - $46.00.
jj. Syringe anesthetic - $15.00.
kk. Test teeth see w above
ll. Diamond burr cleaning stone - $6.00.
m. Plastic resin sheets - $3.00.
n. Lentulo spirals - $4.00.
o. Utility scissors - $5.00.
p. Technique metal 32 dwt - $29.00.
q. Super sep - $13.00.
r. Occlusion balancer - $22.00.
s. Porcelain adjustment kit - $15.00.
qu. Relief metal - $5.00.
rq. Plaster syringe - $2.00.
v. Impression trays - $150.00.
ww. Plier #121 - $47.00.
xx. Plier #137 - $47.00.
yy. Plier, cotton - $7.00 each (maximum 3).
z. Svedopter - $18.00.
aaa. Probe, PCP 12 - $9.00 each (maximum 3).
bbb. XCP instruments - $35.00.
c. Iris scissors - $20.00.
ddd. Perma bond 910 - $2.00.
eee. Vac-U-Spat/Vac-U-Mixer Combo kit - $152.00.
fff. Casting ring - $10.00 each (maximum 3).
g. Clinic cart - $300.00.
hhh. Loupes (surgical/magnification) - 1000.00 or actual cost. Also see iii below. Reimbursement for Engraving, Headlamps, LED, etc. is not authorized.
ii. Dental kits required by the school (equipment or instrument lists must be submitted with the CDW, unless billed under contract). Duplicate payment for separate items listed above is not authorized except as indicated for replacement.
(1) First year students - up to $9,000.00 (payment authorized to exceed limitation based on school billing).
(2) Second year students - up to $5,000.00 (payment authorized to exceed limitation based on school billing).
(3) Third year students - up to $700.00.
(4) Fourth year students - up to $700.00.
jjj. Clinic Jacket - $20.00 each (maximum 3).
kkk. Disposable Exam gloves - $20.00 per box (maximum 5).
lll. Goggles - $80.00
mmm. National Board Dental Examination (NBDE) parts I and part II - $300 each part or actual cost.
nnn. Caulk/Densply Prolite - $1050.00
ooo. Cavijet - $1450.00
ppp. Digital Camera if required for all students in the class - $1500.00

7–8. Optometry Program.
Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Army.
a. Clinic Jacket (maximum 2 coats) total not over - $60.00
b. Distance Vision Charts (Total for Adult or Children's) - $30.00
c. Reading/Near Vision Cards (Adult) - $20.00
d. LEA near vision card (Children) - $30.00
e. Low Vision Acuity Charts (SOSH) (Total for Distance or Near) - $100.00
f. Handheld Maddox Rod - $20.00
g. Pinhole occcluder - $10.00
h. Ocluder - $10.00
i. Stereo Test (Randot, Stereo Fly, or comparable) - $140.00
j. Color Vision Testing Plates (PIP or comparable) - $220.00
k. Worth 4 dot test with glasses - $40.00
l. 8 well lens holder - $30.00
m. Lens Flipper - $20.00
n. PD Rule, Tape measure, near point fixation sticks, misc. - $40.00
o. Prism Bar Set - $175.00
p. Stethoscope - $125.00
q. Sphygmomanometer - $65.00
r. Retinoscope/Ophthalmoscope Diagnostic Set - $825.00
s. Transilluminator - $70.00
t. Gonioscope (3 Mirror or 4 Mirror) - $280.00
u. Biomicroscopic Lens (90D or 76D) - $210.00
v. Biomicroscopic 60D, Super 66, Super Vireo, or Wide Field - $270.00
w. Binocular Indirect Ophthalmoscope Kit w/case - $1,750.00
x. 20D (or comparable 2.2 or 28D) BIO Lens - $200.00
y. Contact Lens Trial Set - $90.00
z. Trial Lenses and Frames (Combined total) - $800.00
aaa. Janelli Clips - $125.00
bbb. Lens Gauge/Clock - $140.00
ccc. Jackson Cross Cylinder - $25.00
ddd. Tool Kit (ophthalmic) - $350.00
eee. Dissection Kit - $25.00
fff. Goggles - $10.00
ggg. Halogen Penlight - $40.00
hhh. Exophthalmometer - $25.00
iii. Scleral Depressor - $50.00
jjj. Comparator/ or CL 7X measuring magnifier - $60.00
kkk. Transformer (Desk) - $200.00
7-9. Clinical/Counseling Psychology Program.
Only educational expenses are authorized for reimbursement through HPSP. Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Army. Since the below items are in some school libraries, the instructor must certify the items as required for purchase for all students.

a. Rorschach cards - $75.00.
c. Thematic appreciation test - $40.00.
d. Developmental test (VMI) - $30.00.
e. Achievement test (wide range) - $60.00.
f. Achievement test (educational) - $60.00.
g. Auditory discrimination test (ADT) - $30.00.
h. Lab coats - $20.00 each (maximum of 2).
i. Dissertation Fees - $500.00.
j. Psychotherapy - $100 per session (maximum 25 sessions).

7.10 Veterinary Program.
Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Army.

k. Equine twitch - $15.00.
l. Diagnostic set (includes otoscope and ophthalmoscope) - $350.00.
m. Stethoscope - $125.00.
n. Black Bag - $70.00.
o. Penlights - $10.00 per year.
p. Tuning Fork - $18.00.
q. Reflex Hammer - $10.00.
r. Neurological Hammer - $12.00.
s. Measuring Tape, Physicians - $12.00.
t. Thermometer - $8.00.
u. Scissors, Bandage - $10.00.
v. Scalpel Blades and Handle - $10.00.
w. Gloves, Disposable/Examination and o.b. (long) gloves- $20.00 per box (maximum 2 boxes).
x. Dissection Kit - $20.00.
y. Laboratory and Clinical Clothing (hospital white coats and trousers) - $36.00 each (maximum 6 items in any combination for the entire period of program participation).
z. Goggles - $80.00.
aa. Surgical pack - $350.00.
bb. North American Veterinary Licensure Examination (NAVLE) - $500.00

7.11 Pharmacy Program.
Only educational expenses are authorized for reimbursement through HPSP. Equipment authorized for reimbursement, within the price limitations indicated, when required of all students and authorized by the Army.

c. Lab coats - $20.00 each (maximum of 2).
dd. Stethoscope - $125.00.

ee. Gloves, Disposable/Examination and O.B. (long) gloves- $20.00 per box (maximum 2 boxes).