

## Chapter 7

### REIMBURSEMENT TO PARTICIPANTS

#### 7-1. Highlights

1. Your university will invoice the government for payment of your tuition and fees.
2. Fees not invoiced by the university, books, equipment and other incidental educational expenses must be claimed within 45 calendar days after purchase on a Cost Data Worksheet (CDW). The CDW must be completed and submitted online at: <https://www.mods.army.mil/medicaleducation> under the Request Tab. Instructions for the submission of a CDW 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 manmade or natural disaster. Claims for repurchase must first be submitted to the Student Management Office for approval.
3. You will receive reimbursement approximately 30 days after Medical Education Finance Office approves your CDW for payment; Defense Finance and Accounting Service (DFAS) will disburse the funds via Electronic Fund Transfer (EFT) to the bank account on record; and, disbursement information is recorded on your leave and earning statement (LES).
4. You are not authorized reimbursement for purchases or claims after 15 April in the year of graduation.
5. You will receive full reimbursement up to 45 days before the entitlement start date for normal program entry (includes alternates) and prorated reimbursement for late entry.
6. You are reimbursed for single rate health insurance coverage if being insured is a condition of enrollment.
7. All CDWs are subject to automatic audit and, if appropriate, collection of any expense in excess of the \$4,000.00 average total reimbursement for books, supplies, and equipment (except dental).
8. You are not authorized reimbursement for the purchase of computers or microscopes, but may be reimbursed \$250.00 annually for rental of a microscope (2-year maximum) and \$500.00 annually for rental of a computer (4-year maximum).
9. You are not authorized reimbursement for: preparatory courses and text books; 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

1. Reimbursement is outlined in, AR 601-141, Chapter 2, paragraph 2-2, which can be found under the General Information Tab at <https://www.mods.army.mil/medicaleducation>. 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 made directly to the school. Other educational expenses that are not billed by the school may be reimbursed to the participant by submission of a CDW.
  - b. Claims submission. Request for reimbursement is made online by completing and submitting a CDW. The minimum reimbursement amount is \$250.00. Fees, equipment, books and health insurance that are not billed to the government by the school may be reimbursed to the participant on a CDW. All CDWs are subject to an audit to ensure the submission of valid receipts as well as other required documentation to substantiate a claim for reimbursement of certain expenses. The CDW will be electronically returned to the participant unprocessed if completed incorrectly or if the required documentation is not provided. You will receive notification of the reason for rejection of the CDW. Sales tax and/or service charges are not authorized for reimbursement.
    - 1) Reimbursement is not authorized for items purchased or CDWs submitted after 15 April in the year of graduation.
    - 2) Reimbursement is authorized only for required purchases related to obtaining the health care degree authorized under HPSP. Reimbursements are not authorized for any purchases or expenses related to undergraduate degrees and for graduate professional education (internships or residencies).

- c. Full reimbursement. Participants 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. Participants 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.  $106/137 \times \$25,000 = \$19,343.06$ ).
- 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. 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 their 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 policies of agencies responsible for the oversight and disbursement of government funds. The volume of payment transactions as well as the accuracy and timeliness of invoices/claims affect the length of time for disbursement of entitlements. Any payment time frame indicated herein are not contractually binding, but are estimates based on normal processing times and can be longer or shorter.

### **7-3. Procedures**

- 1. Submission of fraudulent reimbursement claims may result in termination from HPSP and other appropriate action. Paragraphs 7-4 through 7-11 describe standard reimbursable and non-reimbursable expenses.
  - a. Failure to properly complete and submit a CDW online or failure to submit itemized receipts and/or all of the required documents to substantiate your claim for reimbursement will delay processing and receipt of payment.
  - b. Disbursement of funds are processed by Defense Finance and Accounting Service (DFAS) via Electronic Fund Transfer (EFT) to the bank account on record and your leave and earning statement (LES) will record the payment. Disbursement occurs 30 days after the Medical Education Finance Office approves the CDW for payment.

## 7-4. Reimbursable Expenses – All Programs

1. The following items are approved for reimbursement when required of all students. Reimbursement is subject to the conditions or limits on any item included in the list. Except where indicated, reimbursement for books, supplies and equipment will not normally exceed \$4,000.00 in an academic year. Accordingly, participants must be prudent in purchases to minimize government expense. Reimbursements that exceed the above cost will be subject to 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 - Prohibited purchases, such as computers, included as part of tuition are excluded from reimbursement.
  - b. Dental Gold Fee.
  - c. Health Fee – Use of the campus clinic.
  - d. Vital Source Books.
  - e. Equipment Fees.
  - f. Single-rate health insurance – Reimbursement is authorized only when coverage is required of all participants as a condition of 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.
    - 1) Paid directly to the school. Full payment for health insurance is made directly to the school, along with tuition and other fees, when the school's insurance coverage is utilized by the participant and invoiced by the school.
    - 2) Reimbursement directly to participants. Payment for this coverage may be reimbursed on a CDW when the school does not invoice for health insurance, 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 participants 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/parent employer or parent family plan).
      - a) Reimbursement for comparable or optional insurance will be limited to the cost of the least expensive policy offered by the participant's school.
      - b) If coverage is not offered by the school, reimbursement will be made based on other schools with which the government does business that are 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(s) of comparison.
      - c) Participants with pre-existing coverage. Reimbursement on a CDW may be made to participants who have pre-existing coverage. Reimbursement is made for equal or lesser of the cost of school insurance coverage or prorated cost of single rate coverage under an existing employment or family insurance coverage plan. Participants must provide a letter or invoice from the insurance carrier indicating the cost of their portion of the coverage; start and end dates of coverage (period of performance) and a valid receipt. For insurance coverage sponsored by an employer, a pay stub covering the start and end dates of the period of the coverage is acceptable as proof of payment. Reimbursement is NOT authorized before the end of the period of performance.
  - 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 for each type of insurance.

- h. Microscope and computer rental/lease - \$250 .00 each per year for up to two years for a microscope and \$500.00 each year for up to 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 reimbursement.
- j. Textbooks. Title, author, ISBN, edition and publisher of each textbook claimed must be listed on the CDW for reimbursement. Reimbursements for specialty/sub-specialty textbooks are not authorized. Board review books are not authorized. A published list of required text books for the participant's year group must be provided to receive reimbursement.
- k. Computer software (includes DVD) that is a substitute for a textbook or classroom instruction will be limited to the price of the comparable text book.
- l. One-time reimbursement for 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 Examiner 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. Reimbursement is not authorized if the exam must be retaken.
- m. The following immunizations are reimbursable:
  - 1) Hepatitis B Series (3 shots): The complete 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 within five years.
  - 5) Rabies series: The complete series.
  - 6) Meningococcal: Required if no history of meningococcal within 5 years.
- n. Tutorial tapes required for course work and lab instruction (\$50.00 limit).
- o. Clinical Psychology Residency Match Registration Fee.
- p. Access cards required for grant entry into authorized educational locations.

## **7-5. Nonreimbursable Items – All Programs**

- 1. The following, but not limited to, equipment or items are not authorized for reimbursement regardless of whether it is required by the university.
  - a. Camera or attachments except as outlined in paragraph 7-7 III.
  - b. Electronic equipment and devices (includes beepers, cell phones, personal data devices).
  - c. Computer hardware, accessory equipment, and internet service provider connections.
  - d. Computer software that is not a substitute for a textbook or classroom instruction.
  - e. Microscope.
  - f. Surgical clothing and nametags.
  - g. General office supplies or correspondence items.
  - h. Optional and specialty/sub-specialty texts.
  - i. Housing, meals, rental insurance, and any (personal or school) travel or moving expenses.
  - j. Student association, class, professional, society, and other similar dues.
  - k. 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.
  - l. Refundable and pre-admission fees or deposits that are not credited for tuition.
  - m. Parking, toll, locker, laundry, legal, cap and gown rental, program diploma and other similar fees.
  - n. Prescription safety glasses.
  - o. Theft, life, computer, rental or other insurance of any kind, unless specifically authorized herein.

- p. Equipment repair or maintenance.
- q. Stolen, lost, damaged or replaced items.
- r. CIBA Publication Series. Reimbursement may be made only for required portion and is not authorized for the entire series.
- s. Civilian attire of any type.
- t. Student note-taking and tutorial services.
- u. Part/ step 3 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.
- v. State and regional dental boards.
- w. 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.
- x. Any educational expense assessed by the school to the participant for any period preceding HPSP entry and following the day of a participant's disenrollment or termination from school or the HPSP.
- y. Any penalty or leave of absence fee assessed by the school to the participant.
- z. Dental insurance - unless mandatory for enrollment. Refer to section 7-4f.
- aa. Fuel and insurance for rental cars.
- bb. Transportation and relocation fees and expenses.
- cc. 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.
- ee. 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.)

## **7-6. Medical Program**

1. Equipment authorized for reimbursement, within the price limitations indicated, when required of all students.
  - 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 - \$15.00
  - 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 - \$450.00
  - 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. Googles - \$80.00
  - r. Electronic Residency Application System fee - \$179.00 (includes the transcript/transfer fee)
  - s. USMLE step 1 and step 2 (Clinical Knowledge) – actual cost of the exam
  - t. USMLE step 2 Clinical Skills Examination (in addition to the USMLE) – actual cost of the exam
  - u. COMLEX level 1 and level 2 (Clinical Evaluation) – actual cost of the exam

- v. COMLEX level 2 Performance Evaluation (in addition to the COMLEX) – actual cost of the exam
- w. Network fee – if required by school and not paid under contract as part of tuition – \$165.00

## 7-7. Dental Program

1. Equipment authorized for reimbursement, within the price limitations indicated, when required of all students. Replacement may be authorized for burrs, fabricated teeth and instruments due to normal wear from repetitive use (consumables).
  - a. Paint Brush #1 Sable - \$2.00
  - b. Burrs – All Types (program maximum 50 )
  - c. Student Casting Kit - \$17.00
  - d. Smoothex - \$10.00
  - e. Aerodope - \$5.00
  - f. Separating Discs single and double sided - \$8.00 each (maximum of 2).
  - g. Casting Crucible - \$10.00
  - h. Disc Kit (Includes Stand, Box, Discs and Mandrel) - \$32.00
  - i. Gold Crown Thickness Gauge - \$32.00
  - j. Glass Mixing Slab - \$9.00
  - k. Beautycast Investment 18 package - \$7.00
  - l. Lab Knife Handle - \$10.00
  - m. Blades - \$10.00
  - n. Plaster Knife #12 - \$7.00
  - o. Mixing Pads - \$9.00
  - p. Sable Brushes - \$8.00
  - q. Brush Silent Stones - \$15.00
  - r. Mandrel FG and sthp - \$5.00
  - s. #8 round carbide sthp - \$2.00
  - t. Teeth – All Types (program maximum 50)
  - u. Porcelain Kit – 25.00
  - v. Sonic Scaler - \$552.00
  - w. Cement Spatula - \$9.00
  - x. Rubber Base Spatula - \$4.00
  - y. Rubber Base Syringe - \$25.00
  - z. Face Mask - \$20.00
  - aa. Inlay Tongs - \$2.00
  - bb. Soldering Tweezers - \$4.00
  - cc. Wax Blue Inlay - \$5.00
  - dd. Articular Case with Facebow and Accessories \$520.00
  - ee. Student Polishing Kit (Trustier, Arbor Chuck, Brush Wheel, Arbor Bands, Soft Brushes, 2" Chamois Wheel, 1-1/4" and 3" Buffs, Felt Cones, Stick Rouger and Stiff Brushes) - \$46.00
  - ff. Syringe Anesthetic - \$15.00
  - gg. Diamond Burr Cleaning Stone - \$6.00
  - hh. Plastic Resin Sheets - \$3.00
  - ii. Lentulo Spirals - \$4.00
  - jj. Utility Scissors - \$5.000
  - kk. Technique Metal 32 dwt - \$29.00
  - ll. Super Sep - \$13.00
  - mm. Occlusion Balancer - \$22.00
  - nn. Porcelain Adjustment Kit - \$15.00
  - oo. Relief Metal - \$5.00
  - pp. Plaster Syringe - \$2.00
  - qq. Impression Trays - \$150.00

- rr. Plier #121 - \$47.00
- ss. Plier #137 - \$47.00
- tt. Plier, Cotton - \$7.00 each (program maximum 3)
- uu. Svedopter - \$18.00
- vv. Probe, PCP 12 - \$9.00 each (program maximum 3)
- ww. XCP Instruments - \$35.00
- xx. Iris Scissors - \$20.00
- yy. Perma Bond 910 - \$2.00
- zz. Vac-U-Spat/Vac-U-Mixer Combo Kit - \$152.00
- aaa. Casting Ring - \$10.00 each (program maximum 3)
- bbb. Clinical Cart - \$300.00
- ccc. Loupes (Surgical/Magnification) - \$1,400 or less. Reimbursement for engraving, headlamps, LED, etc. is **NOT** authorized.
- ddd. Dental Kits required by the school. Equipment or instrument list **MUST** be submitted with the CDW, unless kit is billed to the government as part of tuition/fees. With the exception of consumable items, duplicate payment for separate items listed herein or included in the dental kit is not authorized.
- eee. Reimbursement is limited to the items on the universities published equipment list for the participant's year group and the cost as indicated by the university (less tax and shipping).
- fff. Clinical Jacket - \$20.00 each (program maximum 3)
- ggg. Disposable Exam gloves - \$20.00 per box (program maximum 3)
- hhh. Googles - \$80.00
- iii. National Board Dental Examination (NBDE) part 1 and part 2 - \$300 each part or actual cost
- jjj. Caulk/Densply Prolite - \$145.00
- kkk. Cavijet - \$1,450.00
- lll. Digital Camera **IF REQUIRED** for all students in your year group – maximum of \$1,500.00

## 7-8. Optometry Program

1. Equipment authorized for reimbursement, within the price limitations indicated, when required of all students.
  - a. Clinic Jacket (program maximum 2) – \$30.00 each
  - b. Distance Vision Charts (Adult or Children's) - \$15.00 each
  - 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 Occluder - \$10.00
  - h. Occluder - \$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 78D) - \$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
- aa. Janelli Clips - \$125.00
- bb. Lens Gauge/Clock - \$140.00
- cc. Jackson Cross Cylinder - \$25.00
- dd. Tool Kit (ophthalmic) - \$350.00
- ee. Dissection Kit - \$25.00
- ff. Goggles - \$10.00
- gg. Halogen Penlight - \$40.00
- hh. Exophthalmometer - \$25.00
- ii. Scleral Depressor - \$50.00
- jj. Comparator/or CL 7X measuring magnifier - \$60.00
- kk. Transformer (Desk) - \$200.00

## **7-9. Clinical/Counseling Psychology Program**

1. Only educational expenses are authorized for reimbursement. Reimbursement for equipment authorized within the price limitations indicated, when required of all students. To receive reimbursement for some of the items listed below, the participant's instructor must certify that the item(s) is not available in the school's library and it is a required purchase.
  - a. Rorschach Cards - \$75.00
  - b. Visual Motor Gestalt Test - \$30.00
  - c. Thematic Appreciation Test - \$40.00
  - d. Development 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 (program maximum 2)
  - i. Dissertation Fees - \$500.00
  - j. Psychotherapy - \$100 per session (maximum 25 sessions)

## **7-10. Veterinary Program**

1. Equipment authorized for reimbursement, within the price limitations indicated, when required of all students.
  - a. Equine Twitch - \$15.00
  - b. Diagnostic Set (includes otoscope and ophthalmoscope) - \$350.00
  - c. Stethoscope - \$125.00
  - d. Black Bag - \$70.00
  - e. Penlights - \$10.00 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 - \$15.00
  - k. Scissors, Bandage - \$10.00
  - l. Scalpel Blades and Handle - \$10.00
  - m. Gloves, Disposable/Examination and o.b. (long) gloves- \$20.00 per box (program maximum 2 boxes)
  - n. Dissection Kit - \$20.00
  - o. Laboratory and Clinical Clothing (hospital white coats and trousers) - \$35.00 each (maximum 6 items in any combination for program participation).



- p. Goggles - \$80.00
- q. Surgical Pack - \$350.00
- r. North American Veterinary Licensure Examination (NAVLE) - \$620.00

## **7-11. Pharmacy Program**

1. Only educational expenses are authorized for reimbursement. Reimbursement of equipment is authorized within the price limitations indicated, when required of all students.
  - a. Lab Coats - \$20.00 each (program maximum of 2)
  - b. Stethoscope - \$125.00
  - c. Gloves, Disposable/Examination and OB (long) Gloves - \$20.00 per box (program maximum 2 boxes)