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## Welcome Letter

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## CIVILIAN INSTITUTIONS

### NAVAL POSTGRADUATE SCHOOL

CIVINS 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.

Please read this letter and the CIVINS instruction thoroughly. They will address many frequently asked questions and will inform you of the Navy's program requirements. Also please read the CIVINS website in its entirety.

The CIVINS office will notify the university of your third party sponsorship and will pay invoices via an electronic billing method. Should you still 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 me.

**FOR IMMEDIATE ACTION:** If you have not already done so please email our office a copy of your orders along with a personal email address and telephone number which we can reach you at during your move and throughout your academic tour.

Additionally, you MUST request an in-state residency waiver and health fee waiver from your institution. Failure to complete these waivers will result in student liability for unnecessary overbilling.

**The educational plan form must be completed and returned in order for us to pay your tuition.**

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

1. First, provide a completed EP to your university Academic Advisor for signature (only required on initial EP). Once your advisor has signed it, then email a scanned copy to your Navy Subject Matter Expert (SME) for approval. Your EP must be submitted and approved by your SME prior to beginning course instruction. Your SME will forward your Educational Plan with the SME approval form directly to me 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 our 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 university AND Navy ESRs. You are required to carry a full course load as defined by the university (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.

**If you have reimbursable expenses please utilize the following attachments:**

**Claim for Reimbursement (SF 1164):** Accompany this form with all receipts you have for reimbursable expenses. If original receipts are unavailable please complete the attached **Memorandum of Lost Receipt**. Memorandums of Lost Receipt will NOT be accepted for high value claims such as tuition seat deposits. Bank statements, credit card statements, or copies of checks will not be accepted by the disbursing office. Please submit claims as soon as possible after expenses are incurred. 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.

**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.

If you have questions don't hesitate to ask. Thank you and welcome aboard!

Very Respectfully,

Sean Tibbitts  
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