

AFIT TUITION PAYMENT INFORMATION

Please complete ALL information and e-mail to: bursar@afit.edu and CivilianCoordinator@afit.edu

FORMS ARE REQUIRED QUARTERLY, ARE NECESSARY FOR ATTENDANCE AND ARE DUE 2 WEEKS BEFORE THE QUARTER BEGINS.

SDN Number:
(For office use only)

Name/Rank/Grade: _____

Work E-mail/Phone: _____

Unit and Base location: _____
(example: AFRL/RQH, WPAFB, OH)

AFIT Dept and Program: _____
(example: AFIT/ENS, LOGSCI.MS)

1. Status –select one:

_____ Air Force Active Duty _____ DOD Contractor, must pay by pay.gov
_____ Air Force Civilian Employee
_____ Other Government Agency
_____ (please specify)

2. Specify exactly how tuition is paid –select one:

List POC Address and email address for billing:

Tuition Waived (Air Force Mil & AF
Civilians only)

DOD Contractor

Company name:

(letter from Contractor required)

Sponsored Program – Check one

Sister Service

Other

Course Title and Number

Credit Hours

Total Cost

1.

2.

3.

4.

5.

3. Check one: Full Time Part Time

4. Registering for Term _____ Year _____ Total Amount Due _____

By Submitting this form, I agree to pay tuition in full for all classes I have registered for unless otherwise waived, sponsored or documented pre-coordinated reasons.

2019-2020 AFIT BURSAR INFORMATION SHEET

All students (except AFERB or International Students) must check in with the Bursar's office prior to the beginning of each term to discuss their financial obligation or turn in funding documents.

BURSAR Documents and Information required at the beginning of each term:

- ❖ Completed AFIT TUITION PAYMENT INFORMATION form

Tuition Rates*

RATES FOR ACADEMIC YEAR 2018-2019/FY19: \$351.00 Per Credit Hour

**Rates are subject to change without notice, please contact the Bursar for current rates*

Invoices/Billing

- Students or Sponsor will be invoiced after the beginning of the term.
- The student will be invoiced if no funding document or Sponsor contact info has been received; it will then become the responsibility of the student to ensure their tuition payment is made.
- Payment in full is due by the due date listed on the invoice. A "Bursar Hold" will be placed on the student's account if the account has not been paid by the due date. The Hold prevents a student from being able to register for additional courses, receive grades, graduate or receive a copy of their transcript.

Payment Methods

AFIT can accept the following types of payments:

- ❖ Credit Card or Electronic Check - on-line only at **PAY.GOV**
- ❖ Check or money order
- ❖ DD Form 448 "Military Interdepartmental Purchase Request" (MIPR)**
- ❖ AF Form 406 "Miscellaneous Obligation/Reimbursement Document" (MORD)**

Students are responsible for any tuition not paid by sponsor.

**Important information for Resource Advisors-Special Instructions for payment via MORDs/ MIPRs:

- Please contact the Bursar's Office for specific information regarding MIPRs, MORDs and Purchase Order payments
- Student's name(s) and term(s) must be stated directly on the payment document
- ALL payments must be sent via e-mail to AFITTuitionPayments@afit.edu (listed in the AF Global as AFIT/FM Tuition Payments)

Dropped Courses

- ❖ AFIT is unable to refund tuition payments; therefore students/sponsors will not be invoiced until after the term begins.
- ❖ The effective date of cancellation is the date the student submits the completed drop form to the Registrar's Office, not the last day the student attends class. Please contact the Registrar's or Bursar's office for more information on drop dates/financial obligation.
- ❖ In special circumstances, when a withdrawal is certified by the individual's command to be mission essential, AFIT will consider an extended period for calculating the tuition owed. The student's command will submit, in writing, specific details to the AFIT Bursar's Office. A decision will be made by the AFIT Chief Financial Officer on a case-by-case basis.

Contact Info

AFIT Bursar's Office:

Marzena Kluska-Maier, AFIT/FMA
x3621 Marzena.kluska-Maier@afit.edu

Mailing Address:

AFIT/FMA Attn: Bursar
2950 Hobson Way, Bldg 643, Room
209 Wright Patterson AFB, OH
45433-7765 **Phone/Fax:**
Phone 937-255-8400 (DSN 785) Fax
937-656-4775 (DSN 986)

Payment e-mail (for MIPRs/MORDS):
AFITTuitionPayments@afit.edu

**Make Payment on-line (Credit Card or
Electronic Check):**
www.pay.gov

AFIT Civilian Student Coordinator:
CivilianCoordinator@afit.edu

Admissions' Office:
AFIT.ADMISSIONS@afit.edu

Registrar's office:
REGISTRAR@afit.edu

AFIT Web Site:
www.afit.edu

AFIT FACEBOOK PAGE:
<http://www.facebook.com/pages/Air-Force-Institute-of-Technology-AFIT/125971457425926>