

All information on this form is mandatory. Incomplete forms will not be processed for payment.

**STUDENT ACCOUNTING FORM (SAF)
INSTRUCTIONS ON PAGE 2**

Forms must be received by CG-1323 15 working days prior to payment due date. Late fees incurred due to late submittal will be the responsibility of the student. Also acceptable to Fax to (202) 475-5917
Attn: Advanced Education.

Name (Last, First, MI)	Rank/Rate	Social Security No.	Employee ID.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Program (Example: MBA-Finance/MPA/MPP/Perf Tech)

Graduate ____ or Undergraduate ____

TUITION DUE DATE:

* For tuition breakdown use worksheet section 5 and 6 at the bottom of page 2

Tuition Amount (see note*)

** An itemized breakdown from the University is required prior to authorizing reimbursement for any fees associated with attainment of your program/degree (see section 7 pg 2).

** Total Mandatory Fees:

*** Contact your program manager with questions regarding cost shares. For prepayments student must submit an SF1164 with receipt for Payment. (Contact your Student Accounting/Bursar's Office for possible waiver of prepayment/deposit requirement.) Prepayments will be reimbursed directly to the student.

***Less Prepayments/cost share/Scholarships (circle applicable)

Total Tuition & Fees For Term:

Name & Billing Address of University:

University Point of Contact for billing and tuition queries:

Name: _____

Email: _____

Phone: _____

FAX (Required): _____

Does the university accept Gov't Credit Cards? Yes ___ No ___

Student Home Address:

E-Mail: _____

Home Phone: _____

Alternate Phone: _____

Class Convening/Ending Dates This Period

Graduation Date (MM/DD/YR)

State of Legal Residence

TUITION RATE: (check one)

Convenes: _____

Ends: _____

In-State _____

Out-of-State _____

Contract Rate _____

(if applicable)

Indicate Payment Cycle (check one): Quarter ____ Semester ____ Trimester ____ Annual ____

Indicate Current Term (check one): Spring ____ Summer ____ Fall ____ Winter ____

To the best of my knowledge, the information on this form is complete and accurate. I certify the information shown above is a true representation of the cost incurred for my advanced training.

Student Signature

Date Submitted

(INSTRUCTIONS AND OTHER REQUIRED INFORMATION)

CG-1323 policy on Advanced Education reimbursement:

1. All members attending Advanced Education will submit an SAF via e-mail to advancededucation@uscg.mil for payment via respective Program Manager. **In addition to the completed SAF, the student must provide an invoice with cost breakdown from the university showing tuition costs and listing all mandatory fees.** Reimbursement to the student will be accomplished by submitting an SF1164 with receipt(s) attached. Fax copies of all forms are acceptable providing they are legible; however, the preferred method to transmitting forms is via the above e-mail. Forms can also be mailed to address stated in line 3 below.
2. Late Fees: In all cases, the student will be responsible for any late fees accrued due to the student's failure to submit the Student Accounting Form within 15 working days prior to payment due date.
3. USCG Headquarters Mailing Address:

COMDT (CG-1323)
Advanced Education
US Coast Guard Headquarters
1900 Half Street, S.W., Jamal Bldg 8th floor
Washington, DC 20593-0001

4. Point of contact for billing questions:

Primary Email: advancededucation@uscg.mil

SK1 Jolyn Hill, USCG
Phone: (202) 475-5499
Fax: (202) 475-5917

Ms. Ann Duncan, USCG
Phone: (202) 475-5434
Fax: (202) 475-5917

5. **Tuition breakdown formula:** (complete one line for each separate degree)

Degree: Cost per Credit Hour: \$ _____ X Number of Credit Hours This Term: _____ = Tuition: \$ _____

6. **I'm registered for the following classes (**This is a Mandatory requirement**):**
Please list each course complete descriptive title and code number including credit hours, not only the class code.
7. List each fee separately and its respective cost. Also, please read below note.
Mandatory Fees that can not be waived:

Note: Parking fees are not authorized. Transportation and bus fees are not payable under the program, however, if the fees are mandatory the student must provide the university's documentation stating the fees are indeed mandatory and can't be waived. If the documentation provided does not state the above fees are mandatory the particular fee will be deducted from the total costs for the term. Some universities waive their mandatory health fees for military students, but if not waived by the university the student must also obtain documentation or a statement from the university's accounting office stating the fee can't be waived. Once the documentation or statement for fees from the university is provided the student will not be required to resubmit the same documents for succeeding term(s). However, when submitting the SAF for succeeding term(s) the student will need to state in the "FEES MUST BE LISTED" section of page 2 "documentation for mandatory fees previously submitted".