**U. S. AGENCY FOR INTERNATIONAL DEVELOPMENT**

**Demand for Participant Training Costs Repayment**

*(Use Only For Non-U.S. Citizens or Residents)*

Name:

Address:

Date:

Re: Collection of Participant Training Costs for Taxpayer (SSN or ITIN) No.

Dear Sir or Madam,

You are hereby informed that you have breached Conditions of Sponsorship for U.S.-Based Activities (AID 1381-6) to which you agreed in order to attend the       (add description of Participant Training) sponsored by USAID. By failing to return to your home country or because your program was terminated by USAID, you now owe the United States Government the sum of $     , representing the total costs of your Participant Training.

This payment shall be due not more than 30 days from the date hereof. You may make electronic payment to USAID’s account       (fill-in electronic payment instructions). The USAID office that funded your program is generally the office responsible for billing and collecting your debt. Overseas, this is the Mission Controller. In Washington, it is the Management Bureau, Office of the Chief Financial Officer (M/CFO).

If the amount is not paid or a deferred payment agreement has not been established within 30 days from the date of this letter, the amount will be considered delinquent and subject to collection according to the Debt Collection Improvement Act of 1996 (DCIA).

Under the DCIA you have the following rights:

(1) You have the right to inspect and copy any USAID records related to this debt;

(2) You have the right to discuss and propose a deferment of collection if immediate payment is not practicable or if the amount is disputed. You may also propose a repayment plan; and

(3) You have the right to dispute the validity of the debt, providing evidence supporting your position which will be considered by the USAID office that funded your program.

You may contact the following person to discuss the debt:

Name:

Address:

Telephone:

If the debt becomes delinquent (not paid within 30 days from the date of this letter) then it will be processed in accordance with the DCIA. Under the DCIA, penalty charges, administrative costs and interest will be charged unless specifically prohibited by statute.

Penalty charges, administrative costs and interest will continue to accrue on your debt during administrative appeal, either formal or informal, and during waiver consideration by the Agency; unless a statute or a regulation specifically prohibits collection of the debt during the period of the administrative appeal or the Agency review.

The interest rate is established annually by Treasury in accordance with 31 USC 3717. If this debt becomes delinquent, prevailing rate on the date the debt becomes delinquent will be used. The interest amount is then computed back to the date of this demand letter (31 USC 3717).

Any payments received will be applied first against penalty charges and interest and then to outstanding principal.

Unless a deferment is authorized, USAID will transfer the debt no later than 90 days after the date of this demand letter to the Financial Management Service (FMS) in the Department of Treasury (Treasury) for further collection action. Treasury will use all means available to the Federal Government for debt collection including administrative wage garnishment, use of collection agencies and reporting the indebtedness to a credit reporting bureau. Treasury will collect from you the amount owed to USAID plus Treasury’s processing and administrative costs.

USAID may also refer this matter to the Department of Justice for litigation if the debt cannot be collected.

Yours truly,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of Authorized USAID Billing Official

Authorized USAID Billing Official

Name:

Title:

Organization:

FOR USAID STAFF ONLY - Remove this page prior to external distribution.

USAID Accounts Receivable Reference Number

*(to be completed by the USAID billing office)*

Any questions concerning this AID form may be directed to:

-- Jeffrey Shahan, E3/ED, [jshahan@usaid.gov](mailto:jshahan@usaid.gov)