

How do I apply for an MOU?

DoD MOU Institution Guide Application & Compliance Tutorial

Institution Guide, Version 7.0, Updated March 09, 2019. This document is controlled and maintained on the https://www.dodmou.com website and within the Institution's dashboard Previously printed copies may be obsolete.



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The Under Secretary of Defense for Personnel Readiness provides overall policy guidelines for Voluntary Education Programs in the Department of Defense. These responsibilities are accomplished through the Deputy Assistant Secretary of Defense for Military Community and Family Policy and the Chief of Continuing Education in the Educational Opportunities Directorate.

Application for DoD MOU

The revision to the Department of Defense Instruction (DoDI) 1322.25, "Voluntary Education Programs," includes an appendix containing the DoD Voluntary Education Partnership Memorandum of Understanding (MOU) between DoD Office of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) and educational institutions. DoD policy requires educational institutions that wish to participate in the DoD Tuition Assistance (TA) Program to sign an MOU conveying the commitments and agreements between the educational institution and DoD prior to an educational institution receiving funds from a service's TA program.

On July 7, 2014, the Department of Defense published to the Federal Register Change 3, DoDI 1322.25, "Voluntary Education Programs," increasing protections to Service members and their families through an enhanced Memorandum of Understanding (MOU) partnership with educational institutions. The initiative part of the President's Executive Order for Principles of Excellence is designed to improve oversight of the educational programs offered to our Service members and their families by establishing new uniform rules that ensure a quality DoD Tuition Assistance (TA) Program.

The TA Program is designed to provide opportunities for Service members to realize their educational goals while allowing for judicious oversight of taxpayer dollars. All educational institutions providing education programs to Service members and their families are required to:

- Provide meaningful information to students about the financial cost and attendance at an institution so military-connected students can make informed decisions on where to attend school.
- Not use unfair, deceptive, and abusive recruiting practices, and provide academic and student support services.

In addition, new uniform criteria will strengthen existing procedures for educational institution's access to DoD installations.



Purpose

This guide provides step-by-step instructions for completing the DoD MOU application. It is the institutions responsibility to ensure all information provided in the application is accurate and detailed.

The application requires detailed information on institution TA eligible programs, tuition rates, fees, room and board, books and tuition-related policy.

The time required to complete the application can vary depending on the number of TA eligible programs, tuition rates and fees applicable for the institution. It is recommended that you save the application periodically to prevent losing information. The system will time out after 30 minutes of inactivity.

DoD MOU Emails: Institutions should retain all emails from <u>notification@dodmou.com</u> or <u>dodmou@srca.net</u> for future use in the DoD MOU program.

The relevant information for your IT Department (addresses to add to white lists) should be emails coming from: DODMOU.net, DODMOU.com, SRCA.net, and SRCA.com

These addresses should be cleared through any SPAM filters: copy-owner@dodmou.com voledconcerns@navy.mil copy@dodmou.com dodmouadmin@srca.net notifications@dodmou.com compliancetutorial@dodmou.com userlockoutemail@dodmou.com

You may access the DoD MOU website at: https://www.dodmou.com/

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October 23, 2017

Effective November 1, 2017, the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) application system will become the central repository for Tuition Assistance (TA) eligible programs, associated tuition rates and fees, and policy related information. Key features of this upgrade are the automated tuition rate tool's enhanced reporting process, upload capability for data entry, and automated system notifications to submit annual tuition rates. This effort is critical to ensure uniformity in tuition rates as specified in the DoD MOU.

Consistent with DoD MOU requirements, this system upgrade will require educational institutions to provide tuition rates on an annual basis and ensure their DoD MOU application reflects tuition related information for the current academic calendar year. Additionally, this system upgrade will automate the 90-day notification process for tuition rate changes.

Effective January 1, 2018, educational institutions will be prompted to submit tuition rates annually, providing 90 days advanced notice for any tuition rate changes. Tuition rate changes will automatically be held in a "pending" status for 90 days prior to updating the tuition rate in order to provide DoD and the Military Services with advanced notice of the change. Tuition rate changes submitted that do not meet the 90-day notification period will be referred for a waiver in accordance with the eligibility requirements of the DoD MOU.

At this time, all educational institutions are encouraged to review any tuition rates previously loaded to the DoD MOU application system for accuracy, load tuition rates for the first time, and/or load tuition rate changes for the current academic calendar year that are planned for January 2018 and beyond.

We appreciate your continued DoD MOU partnership in support of our Service members as they pursue their personal and professional educational goals. For technical assistance using these new system features, please review the Institution Guide located on your DoD MOU account dashboard or contact the DoD MOU technical support team at 850.452.1977 or email: voledconcerns@navy.mil.

/signed/ Dawn Bilodeau Director, Voluntary Education Office of the Deputy Assistant Secretary of Defense, Force Education and Training



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Academic Calendar Year

The academic calendar year needs to include all semester/terms (including summers sessions) i.e. start date of fall term - last day of summer term.

Additional Locations

If the information listed in the institution's application is incorrect, the institution is responsible for contacting the Department of Education (ED) to correct the data. For assistance, visit <u>http://www.eligcert.ed.gov.</u>

American Council on Education (ACE)

The major coordinating body for all of the Nation's higher education institutions. Seeks to provide leadership and a unifying voice on key higher education issues and publishes the Guide to the Evaluation of Educational Experiences in the Armed Services.

Career Path DECIDE

This tool was developed to assist Service members with exploring career and education pathways to make more informed decisions about their education investment.

Cohort default rate

A cohort default rate is the percentage of a school's borrowers who enter repayment on certain Federal Family Education Loan (FFEL) Program or William D. Ford Federal Direct Loan (Direct Loan) Program loans during a particular federal fiscal year (FY), October 1 to September 30, and default or meet other specified conditions prior to the end of the second following fiscal year.

College Navigator

College Navigator is an interactive website that allows you to explore and compare features of different institutions, including programs and majors, admissions considerations, campus crime statistics and more https://nces.ed.gov/collegenavigator/. This is the source used to prepopulate TA Eligible Programs to the MOU.

College Scorecard

The College Scorecard includes essential information about a particular college's cost, its graduation rates and the average amount its students borrow, all in an easy-to-read format. It is designed to help you compare colleges and choose one that is well- suited to your individual needs.

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Data Source

Data used to populate basic information about the educational institution is extracted from the Department of Education's Postsecondary Education Participants System (PEPS) also known as ED data feed. An asterisk (*) identifies the fields will be populated by the latest ED data feed and the remaining will be self-reported by the institution. If the information listed in the institution's application is incorrect, the institution is responsible for contacting the Department of Education to correct the data. For assistance, visit <u>http://www.eligcert.ed.gov</u>.

DoD Installation

For the purposes of this instruction, any active duty military, Reserve or National Guard owned, leased, or operated base.

DoD MOU Compliance Tutorial

An online training tool to aid institution's in understanding the compliance requirements of the Memorandum of Understanding (MOU) in hopes to promote a continued 'Culture of Compliance

DoD MOU Emails:

Institutions should retain all emails from <u>notification@dodmou.com</u> and <u>dodmou@srca.net</u> for future use in the DoD MOU program. Check with your IT Department to verify this email address has been added to the "white list" to prevent emails from being directly sent to SPAM or JUNK email boxes.

DoD MOU Duration

The DoD MOU document is effective for 5 years. The DoD will consider waivers for institutions with legislative restriction prohibiting them from signing a 5-year term DoD MOU. DoD reserves the right to decline waivers. Waiver supporting documents must be uploaded with the application. Be specific when entering your request for a waiver. The institution President/CEO/Chancellor must submit a waiver to the DoD for consideration.

Note: Waiver Request Less than 5 Year Duration

Your institution's President/CEO/Chancellor must submit a waiver to the DoD for consideration. The waiver request must be submitted at the same time you submit your application. The waiver request must be submitted on school letterhead, signed by the DoD MOU Signing Authority, and include all pertinent details. Only one document can be uploaded. Merge the waiver letter and all supporting documents together before uploading. Max storage limit: 5MB



DoD MOU Points of Contact(s)

It is the institutions responsibility to ensure the MOU Point of Contacts (POCs) information is current at all times. There are a total of four POCs that include: DOD MOU POC, Tuition Rates POC, Compliance POC and Signing Authority. Note, generic emails address will NOT be accepted.

DoD MOU Point of Contact

This individual is administratively responsible for updates to the application, responding to questions regarding the institution's DoD MOU, and completing the DoD MOU Compliance Tutorial on behalf of the institution

Tuition Rates Point of Contact

This individual is administratively responsible for updates to the TA Eligible programs, tuition rates, fees and associated policies on behalf of the institution. This Point of Contact (POC) can be the same individual as the MOU Point of Contact. However, this individual cannot be the Compliance Point of Contact or the Signing Authority.

Compliance Point of Contact

This individual has been designated to work directly with DoD representatives when contacted regarding complaints submitted via the Postsecondary Education Complaint System (PECS). For more information on PECS, visit: <u>https://www.militaryonesource.mil/-/postsecondary-education-complaint-system</u> Feedback for GI Bill recipients can be submitted at <u>www.benefits.va.gov/gibill/feedback/asp</u> Feedback for Federal Financial Aid recipients can be sent to <u>ComplianceComplaints@ed.gov</u>

This individual cannot be the MOU Point of Contact (POC), the Tuition Rates (POC) or the Signing Authority.

Signing Authority Point of Contact

This individual is authorized to sign the DoD MOU on behalf of the institution. The Signing Authority's email is linked directly to the electronic signature and must reflect their name in the email address. Generic emails will not be accepted (i.e. president@college.edu). The Signing Authority will receive all correspondence regarding the main institution and additional locations listed on the DoD MOU. If the institution's President/CEO/Chancellor is not available to act on the institution's behalf for all DoD MOU matters, the institution must upload a designation letter appointing another individual. The designation letter must be on institution letterhead, signed by the President/CEO/Chancellor, to include the signing authority's first and last name, title, telephone number, email address and OPE ID number.



Implementation Date:

The implementation date is the **effective date** of the tuition rates for the current academic calendar.

Note: Effective January 1, 2018, educational institutions will be prompted to submit tuition rates annually, providing 90 days advanced notice for any tuition rate changes. Tuition rate changes will automatically be held in a "pending" status for 90 days prior to updating the tuition rate in order to provide DoD and the Military Services with advanced notice of the change. Tuition rate changes submitted that do not meet the 90-day notification period will be referred for a waiver in accordance with the eligibility requirements of the DoD MOU.

Learning Methods:

In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 2.c. (page 32), "This MOU covers courses delivered by educational institutions through all modalities. These include but are not limited to classroom instruction, distance education, (e.g. web-based, CD-ROM, or multimedia) and correspondence courses."

OPE ID Number:

This number is issued by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number, followed by a 2-digit suffix used to identify additional locations (campuses/extensions) and other entities that are part of the eligible institution. If your institution does not have an OPE ID number visit <u>http://www.eligcert.ed.gov</u>.

Participating Institutions List:

Educational institutions on the Participating Institutions list have signed the revised DoD Voluntary Education Partnership MOU in accordance with the requirements of Change 3, DoDI 1322.25, dated July 07, 2014. To view the Participating Institutions list visit <u>https://www.dodmou.com/Home/InstitutionList.</u>

Return of Unearned TA Funds:

The Institution will have a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.



Source of Accreditation:

Accrediting agencies will be populated by the latest Department of Education (ED) PEPS feed which are recognized for Title IV purposes. All institutions must be accredited by a national or regional accrediting body recognized by the ED and conduct programs only from among those offered or authorized by the main administrative and academic office in accordance with standard procedures for authorization of degree programs by the educational institution. The ED recognizes "institutional" accreditation as well as "specialized" or "programmatic" accreditation for Title IV purposes as recognized specialized agencies accredited nationally. For more information visit:

http://www2.ed.gov/admins/finaid/accred/index.html

TA DECIDE:

Tuition Assistance (TA) DECIDE is a dynamic information and comparison tool designed specifically to aid participants of DoD's TA program in making informed choices on schools and education programs <u>https://www.dodmou.com/TADECIDE/</u>.

TA Eligible Programs:

Eligible programs must be in compliance with the DoDI 1322.25, Change 3, dated July 07, 2014. Programs that are eligible for Title IV funds are also eligible for military tuition assistance.

Tuition Rate Effective Date Range:

In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 4. f. (4) (page 42): "Educational institutions will provide their tuition charges for each degree program to the Services on an annual basis. Any changes in the tuition charges will be provided to and explained to all the Services, as soon as possible, but not fewer than 90 days prior to implementation."

US Consumer Finance Protection Bureau:

Protects consumers from unfair, deceptive, or abusive practices and take action against companies that break the law.



Resources

Accrediting Agencies (For the purpose of the DoD MOU, we use the Accrediting Agencies Recognized for Title IV Purposes) http://www2.ed.gov/admins/finaid/accred/index.html

Air force Portal https://www.my.af.mil/gcss-af/USAF/ep/home.do

Colleges and Universities Use of Military Service Marks <u>https://www.dodmou.com/Documents/Resources/Documents/COLLEGES%20AND%20UNIVERSITIES</u> %20USE%20OF%20MILITARY%20SERVICE%20MARKS%2dated%2031Oct18.pdf

College Navigator http://nces.ed.gov/collegenavigator/

College Scorecard https://collegescorecard.ed.gov/

Department of Defense Instruction DoDI 1322.25, Voluntary Education Programs https://dodmou.com/Documents/Resources/Documents/DODI132225%20July%207,%202014.pdf

Department of Defense Installation Access for Educational Institutions

https://dodmou.com/Documents/Resources/Documents/Installation%20Access_General%20Notice _____1 6Jul2015.pdf

Department of Defense Memorandum of Understanding (DoDMOU) https://www.dodmou.com/

Department of Veterans Affairs, how does a school get a program approved for GI Bill benefits

https://gibill.custhelp.com/app/answers/detail/a_id/1481/~/how-does-a-school-get-a-program-%20approved-for-gi-bill-benefits%3F



DoD MOU Voluntary Education Institutional Compliance Program

https://dodmou.com/Documents/Resources/Documents/DoD%20VolEd%20Institutional%20Com plian_ce%20Program_School%20Notice_Jan2017_final.pdf

Executive Order 13607 – Principles of Excellence

https://www.gpo.gov/fdsys/pkg/FR-2012-05-02/pdf/2012-10715.pdf

Federal Direct Student Loan Program https://studentaid.ed.gov/sa/

Financial Aid Shopping Sheet http://www2.ed.gov/policy/highered/guid/aid-offer/index.html

Integrated Postsecondary Education Data System (IPEDS) <u>http://nces.ed.gov/ipeds/</u>

Postsecondary Education Complaint System

https://www.dodmou.com/Documents/Resources/Documents/PECS%20LAUNCH%20NOTICE_30 JAN2 014_UPDATED%2003OCT2017.pdf

Student Outcomes

http://nces.ed.gov/statprog/outcomemeasures/

Tuition Assistance (TA) DECIDE

https://www.dodmou.com/TADECIDE/

Links to Military Services

DoD VOLED https://www.militaryonesource.mil/voluntary-education

- U.S. Army https://www.goarmyed.com/
- U.S. Navy https://www.navycollege.navy.mil/
- U.S. Air Force https://www.my.af.mil/gcss-af/USAF/ep/home.do
- U.S. Marie Corps http://www.usmc-mccs.org/services/education/voluntary-education/



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To log into the DoD MOU homepage <u>https://dodmou.com/Login.aspx</u> The following Pop-Up Banner Appears

If "Close" is selected, the user will be redirected outside of the DoD MOU homepage

Department of Defense (DoD)

Voluntary Education Partnership Memorandum of Understanding (MOU)

Standard Mandatory DoD Notice and Consent Banner

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.



By using this IS (which includes any device attached to this IS), you consent to the following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

-This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

DoD MOU Privacy Act Statement

Privacy Act of 1974

AUTHORITY: Executive Order 13607

SYSTEM OF RECORD NOTICE: Click here to open the SORN.

PRINCIPAL PURPOSE: To verify educational institution information provided is accurate and meets the DoDI 1322.25 eligibility requirements to participate in the military tuition assistance program.

ROUTINE USE: The information collected may be released to Service education portals, Service members, government education counselors, and institutions (colleges, universities, training schools, or organizations) that may be interested in the military tuition assistance program.

DISCLOSURE: Voluntary. However, failure to provide the requested information may result in a delay of processing and/or eligibility approval to participate in the military tuition assistance program.

CERTIFICATION: I agree with the terms of the Privacy Act Statement and hereby certify that all information provided is true, accurate, and in accordance with DoDI 1322.25 requirements.

USE OF THIS OR ANY OTHER DoD INTEREST COMPUTER SYSTEM CONSTITUTES CONSENT TO MONITORING AT ALL TIMES.





Once "Accept Terms" has been selected, you will be directed to the DoD MOU homepage.



improve your user experience and provide improved security and performance.



New applications: Review information below



The three-boxes in the middle of the homepage will walk the user through the application process:

- Box 1: VIEW Sample DoD MOU
- Box 2: RETRIEVE Institution Guide
- Box 3: SUBMIT Verification Application, once this box is selected, the institutions OPE ID number is entered here.
- Select "Submit" to enter YOUR OPE ID number.



- Enter your OPE ID Number that was assigned by the U.S. Department of Education in the cell highlighted below
 - Click "Submit



Enter OPE ID Number

Enter the OPE ID of the school that you will be submitting a verification application for using this account.

The Office of Postsecondary Education Identification (OPE ID) number is assigned by the U.S. Department of Education to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. The first 6-digits of the OPE ID number relate to the education institution, and are followed by a 2-digit suffix used to identify branches, additional locations, and other entities that are part of the eligible educational institution.

If you don't know your OPE ID, please contact the School Participation Team for your state at: http://www.eligcert.ed.gov/.

OPE ID Number :







Create User Account: Once a valid OPE ID has been entered, you will be prompted to create a user account. It is strongly suggested that the MOU Point of Contact (POC) be the representative creating the User Account. The MOU POC is the primary contact person responsible for completing the application.

Note: If an application has already been initiated for this OPE ID number and you are not listed as a point of contact, you will not be allowed to create an account under this OPE ID number.

If you need assistance in creating your account, contact the MOU Technical Team at <u>voledconcerns@navy.mil</u> or 850.452.1977.



Create User Account

To submit a verification application you must create a user account.

	Already have a us
Email Address	Email Address
Confirm Email Address:	sample@email.com
	Note: Password must contain a minimum of 15 characters with at least one lowercase case, one uppercase, one numeric value and one special character (!@#\$%&).
Password	Password
Confirm Password	Confirm Password
First Name	First Name
Last Name	Last Name
In case you forget your email or (Answers to the security questions	p assword s are case sensitive.)
1. Secret Question	What was the make of your first car?
Your Answer	Answer 1
2. Secret Question	In what city did you meet your significant other?
Your Answer	Answer 2
3. Secret Question	What was the last name of your third grade teacher?



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MOU Status: N/A Status Date: N/A

Once the account has been created, your dashboard will be displayed... CLICK **"Continue to Dashboard "**

The below Dashboard will appear

	Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU)									
	Home	TA DECIDE	Participating Institutions	Contact Us	FAQ	Search	۹.,	Hello	- 🐿	
DoD MOU Compliance + * Tutorial Wy Tutorial Status: N/A Completion Date: N/A Version: 0)	al Learn More 🧿	We	Icome f Da Let	toyo shbo 's get s	our DoD Dard!	MOU			
Institution Tutorial Status			Create	New Applicatio	n or Selec	t an Institution (Learn More			
Completion Date: N/A Version: 0			Select					Go		
 Message Center Institution Guide Institution: N/A OPE ID: N/A VA Section Code: N/A 										

Next, Select "Create New Application" The following Pop-Out Box Appears



The DoD MOU Compliance Tutorial is designed especially for educational institutions participating in DoD Voluntary Education programs and includes a discussion of key requirements that all schools must fulfill as signatories of the DoD MOU.

While the MOU POC is the only representative of the institution that is required to complete the tutorial prior to submitting the application. Institutions are encouraged to allow other employees and agents of the institution to complete the tutorial as well.

NOTE: When a MOU expires or has been terminated, all institutions must retake the compliance tutorial prior to accessing/updating the application or re-applying.

The institution's details will pre-populate on the dashboard. (Note: Some MOU POCs are responsible for more than one institution. Therefore, all dashboards are blank until an institution is selected.)

Click on the DoD MOU Compliance Tutorial Get Started button (top left corner of the dashboard). You will then be redirected to the tutorial landing page.



The DoD MOU Compliance Tutorial is a part of Office of the Under Secretary of Defense for Personnel and Readiness' ongoing effort to enhance the personal and professional development of Service members. This training is designed especially for educational institutions participating in DoD Voluntary Education programs and includes a discussion of key requirements that all schools must fulfill as signatories of the DoD MOU. Completing this training will enhance the partnership with the DoD and enable institutions to better meet the needs of military students. The training should take about 90 minutes to complete, and is full of critical details related to how, together, we can build a "Culture of Compliance."

• Click Launch to begin the tutorial.



Once you launch the tutorial, you will hear an introductory message from the Chief, DoD Voluntary Education on building a Culture of Compliance.



850.452.1977



Navigation Instructions – This list will highlight the various page elements and their locations that you will need to be familiar with to successfully complete this training.

- You do not have to complete the tutorial in one sitting. You can exit and resume later. However, you must complete the current lesson to avoid repeating once resumed.
- On slide 188 in the tutorial, do not just leave the training site without clicking on the message, "Click here to exit and receive completion certificate."
- Course Completion To receive course credit, you must navigate through the course one lesson at a time, starting with Module 1 Lesson 1. Unless the navigation slide shows a lesson as complete, the certificate of completion cannot be obtained.
- You can access the completion certificate via the final email sent or from your MOU dashboard > Actions Required > View/Print Certificate.

Tutorial completion will be listed on your dashboard

• You can track your tutorial status and the date of completion.

You can track the institution's status too. At this time, the MOU POC is the only representative of the institution being asked to complete the tutorial. The MOU POC's completion and date are the same as the Institution status on your dashboard.





The course completion certificate can be viewed/printed from the Actions Required drop-down menu.



Actions Required - **Invite** other employees and agents of the institution to complete the tutorial:

- Select Actions Required drop-down
- Select Send Compliance Tutorial Invitation
- Send Tutorial Invitation pop-up
- Enter Non-POC email addresses ONLY > send
- Institution POCs must complete the tutorial via their MOU dashboard



voledconcerns@navy.mil

850.452.1977



Recipient will receive a pop-up message with successful transmission



- User will receive an email with the tutorial link
- Link will expire in 30 days or once tutorial has been completed (whichever comes first)

DO NOT REPLY TO THIS SYSTEM GENERATED EMAIL
Dear {System Insert EmailAddress},
You have received an invitation from your institution's MOU point of contact, {System Insert Sender}, to complete the DoD MOU Compliance Tutorial. The training should take about 90 minutes to complete, and is full of critical details related to how, together, we can build a "Culture of Compliance."
When ready to take the tutorial, click the link below to get started:
(System Insert TrainingLink)
THIS LINK EXPIRES IN 30 DAYS
Note: Once the link has expired, you will need to contact the sender listed in this email for a new link.
If you encounter difficulties accessing the provided link, cut and paste the link to your browser and attempt loading the page.



For verification and tracking purposes, the recipient is asked to provide details > Submit

- School name (pre-populated)
- OPE ID number (pre-populated)
- Name
- Title

Before you begin go	mplete the following
information:	inplete the following
School Name:	
Sample University	
OPE ID Number:	
0000000	
Name:	
Enter Name	
Title:	
Enter Title	
Submit	
	* All fields are require

After submitting the user's name and title, the user will receive notification of a two-step verification process.



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Email recipient receives system email with activation code

From: copy-owner@dodmou.com [mailto:copy-owner@dodmou.com] On Behalf Of notification@dodmou.com Sent: To: user@sample.edu Cc: copy@dodmou.com Subject: DoD Compliance Tutorial Validation Code					
*** DO NOT REPLY TO THIS EMAIL ***					
Dear Educational Institution Representative,					
Here is the requested validation code to begin the DOD MOU Compliance Training Tutorial. Enter this code in the requested prompt to continue.					
8R7u					

Once the activation code is received, the user will enter the code into the two-step verification form.

Two-Step Verification
An additional verification step is required before entering the DoD MOU Compliance Tutorial.
A 4-digit verification code has been emailed to you at: Youremail@university.edu
To continue, enter the verification code below and select "Verify."
Note: This code will expire in 60 minutes.
Verify
Having trouble? Click the button below to start
over. Try Again
Close

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Once the tutorial has been completed, you can create a new application by selecting "Create New Application" from the drop-down menu.

• Click "Go."

The "Learn More" function provides additional information on what is required to complete the application. The user can select the "Learn More" link on each page of the DoD MOU application (some pages have more than one "Learn More" link).

	Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU)	
	Home TA DECIDE Participating Institutions Contact Us FAQ Search	
DoD MOU Compliance Tutorial	Welcome to your DoD MOU Dashboard!	
My Tutorial Status: Completion Date:	Let's get started:	
Version: 1 Retake		
Institution Tutorial Status:	Create New Application or Select an Institution (Learn Move o)	
Completed		Go
Version: 1	Manage My Application (Lean Nov	
✓ Message Center @	Colord	100
Historical Tuition Rates	select	0.0
 Institution Guide 	Points of Contact	
Institution:	Update Signing Authority	Go
OPE ID:	Terminate MOU	Concessor.
VA Facility Code:		
	Resources Lean More	
	Select	Go
	Review Compliance Tutorial Version 1 (Reference Purposes Only)	
	Send Compliance Tutorial Invitation Version 1	
	View/Print Application	
	View/Print Compliance Tutorial Certificate	
	View/Print Compliance Tutorial Nomination Instructions	
	View/Print DoD MOU	



From the drop-down menu, select the section of the MOU application that you to review and update.

- click "Go."
- Note: It is the institutions responsibility to update POC information.

The "Resource Menu" includes the Compliance Tutorial and additional application information.





Institutions Details:

Under the Manage My Application menu, select "Details" to enter your institution's information.

Note: Some of the information on this page is pre-populated from the Department of Education (ED). For example: institution name, address, type of institution (proprietary, public, non-profit, etc.), accreditation body, and accreditation type (regional or national).

If any of this information is incorrect, contact ED at <u>http://www.eligcert.ed.gov/</u> for assistance.

Fill in your institution's main phone number and the website address (URL). The required fields with red asterisk.

atails Duration P	cints of Contact Additional Lo	
	enter a contact - Additional Lo	cations
Institution Name: 🕒	ans More 💽	
Street Address 1:		
Street Address 2:		
City:	State: Zip:	
Telephone Number:	ext.	
Web Site Address (U	RL):	
Institution Type:		
Private, Nonprofit		
Source of Accreditatio	n:	
Accreditation Type:		

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MOU Duration:

Select the DoD MOU Duration Tab: The default entry is 5 years. If your institution agrees to this 5-year term, nothing else is required on this page.

Policy: In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (appendix to Enclosure 3, 6.e. (page 46), this MOU will expire 5 years from the effective date, unless terminated or updated prior to that date in writing by DoD or the educational institution.

- If your institution agrees to the 5-year duration of the DoD MOU, click Save and Continue to move to next section of the application.
- If your institution cannot agree to the 5-year term, unselect the check box and select an alternate duration from the dropdown menu. Upload waiver documentation then Save and Continue to move to the next section of the application.

Note: A waiver is required for any duration less than 5-years. DoD will consider waivers for institution's with legislative restriction prohibiting them from signing a 5-year term DoD MOU. DoD reserves the right to decline waivers. Waiver-supporting documents must be on school letterhead, signed by the DoD MOU Signing Authority, and include pertinent details prohibiting them from signing a five (5) year term DoD MOU. The waiver document is uploaded into the MOU on this page.

Save: Click to save information in this section only.

Save & Continue: Click to save new information then proceed to the next section of the application.





Points of Contact:

All four points of contact are listed here. Select the point of contact name to enter the required information.

- If at any future date you need to update or change these POCs, log onto <u>https://www.dodmou.com/</u> select "Institution Login," and enter your email address and password. Your dashboard will appear. Select your institutions name under "Create New Application and click "Go."
- Under "Manage My Application," click the drop-down menu, select "Points of Contact" and "Go." Update your POC information and click "Save."

Note: If a new POC has been entered, that individual will receive a system generated email providing a link for them to use to create their user account.

• Click "Save" to only save your information or click "Save & Continue" to save your information and move to the next section.

Details Duration Points of Contact Additional Locations	
It is the institution's responsibility to ensure the MOU points of contact information is current at all times. Update your POC information and click "Save."	
1. DoD MOU Point of Contact Learn More 🕑	
2. Tuition Rate Point of Contact Casm More O	
3. Compliance Point of Contact CLANT More D	
4. Signing Authority Learn More O	
NOTE: Changing a POC will also remove their user account information for that institution.	
< Back	Save Save & Continue
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DoD MOU Point of Contact:

This individual is administratively responsible for updates to the application, responding to questions regarding the institution's DoD MOU, and completing the DoD Compliance Tutorial on behalf of the institution.

Fill in the required fields. The email address must contain the name of the individual and the name of the institution (i.e. john.smith@publicstate.edu). Generic email addresses will NOT be accepted (i.e. registrar@college.edu, Yahoo, Gmail, Hotmail, etc.).

Details Duration Points of Contact Additional Locations	
It is the institution's responsibility to ensure the MOU points of contact information is current at all times. Update your POC information and click "Save."	
1. DoD MOU Point of Contact (Learn More 🕞	
2. Tuition Rate Point of Contact (Learn More C)	
3. Compliance Point of Contact Clearn More C	
4. Signing Authority Learn More C	
NOTE: Changing a POC will also remove their user account information for that institution.	
< Back	Save Save & Continue

Under "Manage My Application," click the drop-down menu, select "Points of Contact" and "Go." Update your POC information and click "Save."

If a new POC has been entered, that individual will receive a system generated email providing a link to create their user account.

Note: If you are the MOU POC for more than one institution, your tutorial course completion will be recorded for all institutions under your responsibility.


Tuition Rate Point of Contact:

This individual is administratively responsible for updates to the TA Eligible programs, tuition rates, fees and associated policies on behalf of the institution. This Point of Contact (POC) can be the same individual as the MOU Point of Contact (just click the blue button to duplicate MOU POC information). However, this individual cannot be the Compliance Point of Contact or the Signing Authority.

If this individual is the same as the MOU POC, click the blue button to duplicate MOU POC information. If not the same individual, fill in the required fields. The email address must contain the name of the individual and the name of the institution (i.e. john.smith@publicstate.edu). Generic email addresses will NOT be accepted (i.e. registrar@college.edu, Yahoo, Gmail, Hotmail, etc.).

Save: Click to save information in this section only.

Save & Continue: Click to save new information then proceed to the next section of the application.





Compliance Point of Contact:

This individual works directly with DoD representatives when contacted regarding complaints submitted via the Postsecondary Education Complaint System (PECS). For more information on PECS, go to: <u>https://pecs.militarysource.mil/dodpecs.aspx</u>. This individual cannot be the MOU Point of Contact (POC), the Tuition Rates POC or the Signing Authority.

Fill in the required fields. The email address must contain the name of the individual and the name of the institution (i.e. john.smith@publicstate.edu). Generic email addresses will NOT be accepted (i.e. registrar@college.edu, Yahoo, Gmail, Hotmail, etc.).

Save: Click to save information in this section only.

Save & Continue: Click to save new information then proceed to the next section of the application.





Signing Authority:

This individual is authorized to sign the DoD MOU on behalf of your institution. The information entered for this individual will need to EXACTLY match what the Signing Authority will enter when he/she receives a future email to sign the MOU (i.e., first name, last name, title, telephone number, extension (if applicable), and email address). Generic email addresses will NOT be accepted (i.e. president@college.edu).

If your institution's President/CEO/Chancellor cannot sign the MOU, he/she must assign a "Designated Signing Authority." Click "Title" from the drop-down menu and select "Designated Signing Authority." The designation letter is uploaded here.

- Include the Designated Signing Authority Title in the space provide.
- Fill in the required fields. The email address must contain the name of the individual and the name of the institution (i.e. john.smith@publicstate.edu). Generic email addresses will NOT be accepted (i.e. registrar@college.edu, Yahoo, Gmail, Hotmail, etc.).
- It is the institution's responsibility to ensure the MOU points of contact information is current at all times. To make changes or update this POC, go to https://www.dodmou.com
- Click "Institution Login," and enter your email address and password.

Your dashboard will appear. Under "Create New Application or Select an Institution," click on the drop-down menu and select the name of your institution and click "Go."

- Under "Manage My Application," click the drop-down menu, select "Points of Contact" and "Go."
- Update your POC information and click "Save."

If a new POC has been entered, that individual will receive a system-generated email providing a link for them to create their user account.





Additional Locations:

If your institution has no additional locations, this tab will not appear.

If your institution has additional locations, this information is pre-populated from the Department of Education (ED) and is view only.

If any of this information is incorrect, contact ED at <u>https://www.eligcert.ed.gov</u> for assistance.

• Click Continue to go to the next page.

lditional locations	Address	City	Sta
234501 - Location 1	123 Street Way	Pensacola	AL
234502 - Location 2	234 Street Way	Pensacola	AL
234503 - Location 3	456 Street Way	Pensacola	AL
_			_
Back			





TA Eligible Programs:

Tuition Assistance (TA) Eligible Programs are programs that are eligible for Title IV funds, as determined by the Department of Education (ED). Your institution's initial pre-populated list of programs was extracted from the Department of Education - College Navigator.

It is the institution's responsibility to ensure all TA eligible programs and program levels are updated with the associated locations (main and additional).

Option 1: View/Modify TA Eligible Programs:

You can modify individual programs by selecting either "Update" or "Delete" next to the specific program. "Update" allows you to modify the existing Program Name, CIP Code (not mandatory), Program Level, and Location(s). "Delete" removes the program and pertinent information from the MOU application.

Note: The updated TA eligible programs, program levels, and associated locations will be referenced throughout the application. Any change will overwrite the current list of TA eligible programs. Verify all information prior to the upload. The CIP code is not mandatory; however, preferred.

To continue to the next section, your institution must agree to the certification statement in the TA Eligible Programs section. You will not be able to advance to the next section of the application if the certification box is not checked. (See red arrow)

Save: Click to save information in this section only.

Save & Continue: Click to save new information then proceed to the next section of the application.





Option 2 – Add New TA Eligible Programs: select this option to add TA Eligible programs to your institution's MOU application.

It is the institution's responsibility to ensure all TA eligible programs and program levels are updated with the associated locations (main and additional).

- "Add" allows you to add a new program by typing the Program Name, CIP Code (not mandatory), Program Level, and Program Location(s).
- The institution must select ALL applicable locations associated with each program. Once you hit "Save Application," the latest TA Eligible Program list will be saved to your institution's application. All previous information will be overwritten in the system.
- Click "Save" to only save your information or click "Save & Continue" to save your information and move to the next section.

I certify that the program offerings loaded to this DoD MOU Verification Application are eligible 1322.25 requirements including, but not limited to, compliance with appropriate Title IV, VA, and	Add TA Eligible Program Information a) Enter TA eligible program name. b) Select CIP Code, if applicable (not mandatory). c) Select all levels associated with this program. d) Select all locations associated with this program.
I. Click here to view/modify TA eligible programs. (Learn More O	NOTE: Once "Save Application" has been selected, the late Eligible Program list will be saved to the institution's applic All previous information will be overwritten in the system.
2. Click here to add new TA eligible programs. (Learn More)	Program Name
	CIP Code
Click here to enter a large amount of data through a single uploa	Program Level
. Snok here to enter a large amount of data through a single uploa	Select
	Select All Deselect Al
	Certificate Associate Bachelor Master
	Program Locations
	Select



Option 3 – Download template:

It is the institution's responsibility to ensure all TA eligible programs and program levels are updated with the associated locations (main and additional). System Default: all programs are associated with the main institution.

Step 1: Download the template with the pre-populated list of TA eligible programs. This template was designed to import large amounts of data in a single upload.

Note: Your information will not be saved if this spreadsheet has been altered.

Step 2: Review the list then add, modify, or delete information in the following fields: Program Name, Program Level, and Location(s) applicable for each program. The CIP Code is not mandatory.

Step 3: Upload template into the application.

Note: This template will overwrite the current list of TA eligible programs, program levels, and associated locations. The updated TA eligible programs, degree levels, and associated locations will be referenced throughout the application. Any change will overwrite the current list of TA eligible programs. Verify all information prior to the upload. The CIP code is not mandatory; however, preferred.

To continue to the next section, your institution must agree to the certification statement in the TA Eligible Programs section.

You will not be able to advance to the next section of the application if the certification box is not checked.

Save: Click to save information in this section only.

ck here to view/modify T	A eligible programs. Com More 🕑		
ck here to add new TA e	igible programs. (Learn More ©)		A A
ck here to enter a large a	mount of data through a single upload.	Learn More	
: Download TA Eligible Programs ten : Upload completed TA Eligible Progr	plate provided <u>here</u> . ams template.		CAMPLETEMPL
file to upload:	Browse		
Upload completed TA Eligible Progr file to upload:	Browse Uplear	1	Martin and Antonia

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From:



1. Enter the exact website address(es) that directs us to the institution's tuition rates, fees, and associated policies. Do not enter the URL for your institution's main website address or catalog. If more than one URL is necessary to show all tuition rates, fees, and policies listed in the MOU, click on "+ Add another URL" to enter additional URLs.

2. Select the official academic calendar date range for your institution's current tuition rates. (Learn More O



2. By using the calendar icons, enter the official academic calendar date range ("From" and "To") for your institution's current tuition rates. Even if the start date has already expired, we still need the official academic calendar start and end dates. The academic calendar range is not to exceed 365 days. The academic year includes the summer sessions.

The implementation date is the **effective date** of the tuition rates for the current academic calendar.

Note: Effective January 1, 2018, educational institutions will be prompted to submit tuition rates annually, providing 90 days advanced notice for any tuition rate changes. Tuition rate changes will automatically be held in a "pending" status for 90 days prior to updating the tuition rate in order to provide DoD and the Military Services with advanced notice of the change. Tuition rate changes submitted that do not meet the 90-day notification period will be referred for a waiver in accordance with the eligibility requirements of the DoD MOU.

The system will send reminder notifications at the 150, 120, and 91-day points prior to the end of the current academic year. These notifications will give the institution 60 days to update their application with the pending tuition rates and be in compliance with the 90-day requirement.

3. Choose all applicable learning methods for your institution.

☑ Classroom
 ☑ Distance/Online
 □ Correspondence

3. Choose all applicable Learning Methods for your institution.

Save: Click to save information in this section only.

Save & Continue: Click to save new information then proceed to the next section of the application.

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Institution Tuition Rates:

Based on your updates to the TA Eligible Programs section, you are now required to select all locations applicable to the tuition rates.

If you need to adjust the list of locations in the drop down menu, return to the TA Eligible Program section of the application and modify the current list.

1. Select all locations applicable to the tuition rate(s) per program level. From the drop-down menu, select the location(s) to be added.

2. Select "Not Complete or Complete" for each program level to begin entering rates for those location(s).

Note First time entries will say "Not Complete" the next time they need updating select "Complete", then make new entries.

• Complete questions 1-4 per program level. "Delete" entries no longer required.

Select the LEARN MORE icon for additional details

TA Eligible Programs Tuitio	ion Rate In.	Institution Tuition Rates	Institution Fees	Other Expenses Une	arned TA Policy Prog	ram-Specific Tuition Rat	los	
Institution Tuition Ra	ates Contra	. 0						
1. Select all location	ns applical	ble to tuition rate	S. Learn More O					
Select Location(s)								
9 Enter tritien	and an free		level and					
2. Enter tuition	rates for	each program	n level and	associated loca	UION. Learn More	Ð		
and the second second				Certificate Rate	Associate Rate	Bachelor Rate	Master Rate	Delete
Locations :								
Locations				Complete Ø	Complete Ø	Complete Ø	Complete Ø	Delete
Locations				Complete D Exempt-Rates Not Applicable	Complete 🖉 Exercit Pares Not Applicable	Complete 🖉 Exempt-Rates Not Applicable	Complete 🖉 Exergo-Rates Not Applicable	Delete
Modify Locations				Complete \mathscr{P} Exercit Fates Not Applicable	Complete D Exerca Rates Not Applicable	Complete D Exempt-Pates Not Applicable	Complete D Exemps Rates Not Applicable	Delete
Modify Locations				Complete D Exempt Rates Not Applicable	Complete 🖉 Exerct Rans Not Applicable	Complete D Exempt-Rates Not Applicable	Complete 🖉 Exempt-Rates Not Applicable	Delete
3. Does your institut	tion have a	ANY program-sp	ecific tuition r	Complete & Exempt Rates Net Applicable ates? (Learn More ©	Complete 🖉 Exempt-Rame Not Applicable	Complete D Exempt-Rates Not Applicable	Complete D Evenus Rans Not Application	Delete
3. Does your institut Yes No	tion have a	ANY program-sp	ecific tuition r	Complete D Exempt Rates Not Applicable	Complete 🖉 Exerct Rates Not Applicable	Complete D Exempt-Ranas Not Applicable	Complete D Exempt:Rates Not Applicable	Delete
3. Does your institut * Yes © No	tion have a	ANY program-sp	ecific tuition r	Complete & Exercit Rates Not Applicable	Complete 🖉 Exempt Ranes Not Applicable	Complete D Exempt-Ranas Non Applicable	Complete D Exempt Rans Not Application	Delete



You will not be able to exit this page until all of the program levels with associated locations have been addressed.

1. Indicate "Yes" or "No" if your institution has ONLY program-specific tuition rates.

If **"Yes"** is checked, you will enter your "Program-Specific Rates" on the "Program-Specific Tuition Rates" tab. Click on the drop-down menu "Select a program" and select the applicable program. Click the green button, "Add Program Specific Tuition Rates."

If "No" is checked, it is understood that all standard tuition rates listed in this section refer to all program levels

TA Eligible Programs Tuition Rate Info Institution Tuition Rates Institution Fees Other Expenses Unearned TA Policy Program-Specific Tuition Rates

Associate Rates

1. Does your institution have ONLY program-specific rates for the Associate level? Lamitor o

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O Yes 🛛 🖲 No
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2. Select all applicable credit types.

• Select all applicable credit types for each program level identified (i.e. Semester hour, Quarter hour and/or Contact hour (Clock hour)

2. 3	Select	all	applicable	credit	types.	Laem More 🜔
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3. Enter the typical number of credits per course/class and per program.

Example:

- •Certificate average will depend on the overall programs offered;
- Associates 3 credits per course/class, 60 per program;
- Bachelors 3 credits per course/class, 120 per program; or
- •Masters 3 credits per course/class, 30-36 per program
- 3. What are the typical number of credit hours for the Associate level?

Per Course/Class	Per Program



4. The institution must select at least one standard tuition type:

- Military, In-State, Out-of-State, Distance Learning/Online, etc.
- To make a manual entry (click the blue "+Add" button, check the box, then manually enter the tuition type/rate)
- Enter hourly rate for each credit type selected.
- Per DoD, flat-rate tuition is not acceptable.
- If your institution has programs that are full-time and only have flat-rate amounts, you must break down the tuition into a "per credit cost" for full-time students. NO exceptions.

NOTE: These entries will transfer to TA DECIDE, the school comparison tool.

For institutions with Full-Time and/or Part-Time flat rates, use the following calculation to figure the per semester hour:

Example:

For Undergraduate example: Tuition Cost (\$50,000) X number of years to complete program (4) = \$200,000 / total number of semester hours to complete program (120) = cost per hour (\$1,666).

If your institution has another program level, click "Save and Continue" and you will be directed to the previous page to enter the tuition rates for the next program level.

Note: To continue to the next section, your institution must agree to the certification statement. You will not be able to advance to the next section of the application if the certification box is not checked.

Save: Click to save information in this section only.

Save & Continue: Click to save new information then proceed to the next section of the application.

rution type	Per Semester Hour	
≅ Military	\$	
⊠ In-State	\$	
✓ Out-or-State	\$	
☑ Distance Learning/Online	\$	
☑ In District	\$	
I Out of District	\$	
☑ Day Differential	\$	
☑ Full-Time	\$	
⊯ Part-Time	\$	
	\$	
Add Other Tuition Type/Rate	s	truction 1322.25. Ratee do not include cr
supplies, books/materials, exams, insurance, parking, f	transportation, admissions, registration, or fines."	

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Indicate "Yes" or "No" when asked if your institution has ANY program-specific tuition rates.

If you click "Yes," you will enter your "Program-Specific Rates" on the 'Program-Specific Tuition Rates" tab.

If you click "No," it is understood that all standard tuition rates listed in this section refer to all degree programs.

Note: To continue to the next section, your institution must agree to the certification statement. You will not be able to advance to the next section of the application if the certification box is not checked.

Save: Click to save information in this section only.

Save & Continue: Click to save new information then proceed to the next section of the application.







Institution Fees:

Does your institution have fees applicable to Service members using military tuition assistance?

If "Yes" is checked, you must enter all fees that will be charged to active-duty Service members using military tuition.

Fee Туре	Fee Amount	Frequency	Program Level(s)
Athletic	s Amount		
Course Add/Drop	\$ Amount		
Enrollment	\$ Amount		
Ø General	\$ 440.00	Per Year	Associate , Bachelor , Master
Graduation	\$ Amount		
Insurance	\$ Amount		
Official Transcript	\$ 5.00	Per Occurrence	Associate , Bachelor , Certificate , Master
Student Activity	S Amount		
Z Technology	s 570.00	Per Year	 Associate , Bachelor , Certificate , Master
Transfer Credit Evaluation	\$ Amount		

< Back

Save Save & Continue

In accordance with DoDI 1322.25 (July 07, 2014) (Enclosure 3, 1.b.(2)(d) (page 14), covered charges include those that are submitted h Change 3, to the Service by the educational institution for tuition only. Educational institutions that bundle tuition, fees, or books into a consolidated cost, must detail the charges of fees and books separately for Service members participating in the TA program. Fees include any charge not directly related to course instruction including but not limited to costs associated with room, board, distance learning, equipment, supplies, books/materials, exams, insurance, parking, transportation, admissions, registration, or fines. Tuition and fees, including books, cannot be "bundled." The tuition amount should be for tuition only.

Example:

- Fee type
- Fee amount
- Frequency (make selection from drop-down menu)
- Program level(s) (make selection from drop-down menu)

Make a manual entry by clicking "+ Add"

NOTE: These entries will transfer to TA DECIDE, the school comparison tool.

If "No" is checked, the institution agrees that additional fees will not be charged to active-duty Service members.

Note: To continue to the next section, your institution must agree to the certification statement at the bottom of this page. You will not be able to advance to the next section of the application if the certification box is not checked. 52





Other Expenses/Policy:

1. Does your institution have charges for room and board?

In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 1.b.(2)(d) (page 14), covered charges include those that are submitted to the Service by the educational institution for tuition only. Educational institutions that bundle tuition, fees, or books into a consolidated cost, must detail the charges of fees and books separately for Service members participating in the TA program. Fees include any charge not directly related to course instruction including but not limited to costs associated with room, board, distance learning, equipment, supplies, books/materials, exams, insurance, parking, transportation, admissions, registration, or fines. Tuition and fees, including books, cannot be "bundled." The tuition amount should be for tuition only.

If "Yes" is checked, you must enter the estimated room and board amount then select the occurrence period from the drop-down menu. If "No" is checked, no further action is required.

TA Eligible Programs	Tuition Rate Info	Institution Tuition Rates	Institution Fees	Other Expenses	Unearned TA Policy	Program-Specific Tuition Rates	
Other Expension	ses						
1. Does your i	nstitution have	charges for room	and board?	Learn More 🕞			
O Yes O No	\$			•			
2. a. What sou	ırce(s) will mili	tary students use t	o purchase t	books and/or i	esource materia	als for their course(s)? 🚥	in More D
b. What is th	e estimated co	ost to military stude	ents for book	s and/or reso	urce materials fr	om the identified source?	Learn More
\$:		- -					
3. Does your i ◎Yes ◎No	nstitution have	e any established g	rant or schol	arship progra	ms for military s	tudents? (Learn More 🕞	
■ "I certify that TA	funds are not to be u	sed for nurchase of books t	n include textbook	s ebooks CDs/DVD	s or reference or instru	ctional materials. Additionally, institut	ional education revenue
generated from n	nilitary TA funds canr	not be used to support textb	ook grants or scho	a, ebooks, ebs/byb larships."	s, or reference of matrix	cuonar materiars. Additionany, institut	
< Back							Save & Continue



2. a. What source(s) will military students use to purchase books and/or resource materials for their course(s)?

In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 1.b.(2)(d) (page 14), covered charges include those that are submitted to the Service by the educational institution for tuition only. Educational institutions that bundle tuition, fees, or books into a consolidated cost, must detail the charges of fees and books separately for Service members participating in the TA program. Fees include any charge not directly related to course instruction including but not limited to costs associated with room, board, distance learning, equipment, supplies, books/materials, exams, insurance, parking, transportation, admissions, registration, or fines.

Tuition and fees, including books, cannot be "bundled." The tuition amount should be for tuition only.

Provide the source(s) on how the Service members will purchase books and/or resource materials for their courses.

Example: Book fees are not directly paid to the institution. Students are more than likely to purchase books from on-campus bookstores and libraries, off-campus commercial bookstores, eBooks, and through various online sources.

b. What is the estimated cost for books and or resource materials from the identified source?

Other Experses						
Other Expenses						
1. Does your insti	tution have	charges for room	and board?	Learn More 🕞		
Yes No	\$			*		
a What source	(s) will milit	tarv students use t	to purchase bo	oks and/or r	esource materia	ls for their course(s)? (Law More D)
	(3) win min	ary students use				
b. What is the e	stimated co	st to military stude	ents for books	and/or resou	irce materials fr	om the identified source? (Learn More 🕑
s .		-				
•						
	tution have	any established o	rant or schola	rshin nrograj	ns for military s	
3 Does vour insti	tution nuve	any combined g	grant or soliola	isinp program	ino for minuty o	
3. Does your insti						
3. Does your insti ⊙Yes ©`No						
3. Doesyour Insti ⊙Yes ⊙No						
Oces your Insti Yes No Tertify that TA funds generated from militar	s are not to be us y TA funds canno	sed for purchase of books (ot be used to support text)	to include textbooks, book grants or schola	ebooks, CDs/DVDs rships."	, or reference or instru	ctional materials. Additionally, institutional education revenue
Does your Insti Yes No To retrify that TA funds generated from militar	s are not to be us y TA funds canno	sed for purchase of books t ot be used to support textl	to include textbooks, book grants or schola	ebooks, CDs/DVDs rships."	, or reference or instru	ctional materials. Additionally, institutional education revenue
Does your Insti Yes No '' certify that TA funds generated from militar	s are not to be us y TA funds canne	sed for purchase of books i ot be used to support textl	to include textbooks, book grants or schola	ebooks, CDs/DVDs rships."	, or reference or instru	ctional materials. Additionally, institutional education revenue
Does your Insti Yes No Ti certify that TA funds generated from militar Gack	s are not to be us y TA funds canno	sed for purchase of books ot be used to support text	to include textbooks, book grants or schola	ebooks, CDs/DVDs rships."	, or reference or instru	ctional materials. Additionally, institutional education revenue Save Save & Cor
3. Does your insti Yes No 2. "I certify that TA funds generated from militat (Back	s are not to be us y TA funds canno	sed for purchase of books ot be used to support text	to include textbooks, book grants or schola	ebooks, CDs/DVDs rships."	, or reference or instru	ctional materials. Additionally, institutional education revenue Save Save Cor

Enter the estimated cost of books and then select the occurrence.



3. Does your institution have any established grant or scholarship program for military students?

In accordance with Change 3, DoDI 1322.25 (July 07, 2014): (Enclosure 3, 1.b.(2)(e) (page 14), "TA funds are not to be used for the purchase of books to include textbooks, ebooks, CDs/DVDs, or reference or instructional materials. Additionally, institutional education revenue generated from military TA funds cannot be used to support textbook grants or scholarships."

(Enclosure 3, 4.e.(2)(3) (page 41) (2) "DoD personnel are entitled to consideration for all forms of financial aid that educational institutions make available to students at their home campus. Educational institution financial aid officers will provide information and application processes for Title IV student aid programs, scholarships, fellowships, grants, loans, etc., to DoD TA recipients. (3) Service members identified as eligible DoD TA recipients, who qualify for Pell Grants through ED's student aid program, will have their TA benefits applied to their educational institution's account prior to the application of their Pell Grant funds to their account. Unlike TA funds, Pell Grant funds are not tuition-restricted and may be applied to other allowable charges on the account."

If "Yes" is checked, you must enter the name, eligibility requirements, funding source of the grant/scholarship, and description. This grant/scholarship should pertain only to active-duty Service members using military tuition assistance. Also, provide the URL that pertains to the grant/scholarship listed. This does not pertain to VA educational benefits.

If "No" is checked, no further action is required.

Save: Click to save information in this section only. **Save & Continue**: Click to save new information then proceed to the next section of the application.

TA Eligible Programs	Tuition Rate Info	Institution Tuition Rates	Institution Fees	Other Expenses	Unearned TA Policy	Program-Specific Tuition Rates	
Other Expens	ses						
1. Does your in	nstitution have	charges for room	and board?	Learn More 🕞			
○ Yes ○ No	\$			-			
2. a. What sou	rce(s) will mili	tary students use t	o purchase t	oooks and/or r	esource materia	als for their course(s)? Ceam More	
b. What is th	e estimated co	ost to military stude	ents for book	s and/or resou	urce materials fr	om the identified source?	rrn More
\$:		•					
3. Does your ir	stitution have	any established g	rant or schol	arship progra	ms for military s	tudents? Learn More	
©Yes ○No							
"I certify that TA t generated from m	unds are not to be us ilitary TA funds cann	sed for purchase of books to ot be used to support textb	o include textbook ook grants or scho	s, ebooks, CDs/DVD: blarships."	s, or reference or instruc	ctional materials. Additionally, institutional	education revenue
< Back						\$	ave Save & Continue
							56





Return of Unearned TA Funds Policy:

The Institution will have a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

In instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion. (Appendix to Enclosure 3, Figure 1, 4.f.2(d)(page 42)).

Provide answers in the space provided to the following questions. Refer to the **"Learn More"** for specific guidance.

1. What is your institution's policy on the return of unearned TA funds to the government?

TA Eligible Programs	Tuition Rate Info	Institution Tuition Rates	Institution Fees	Other Expenses	Unearned TA Policy	Program-Specific Tuition Rates
Policy						
The Institution w were provided. T	ill have a polic A funds are ea	y that returns any un irned proportionally	earned tuition during an enro	assistance (T	A) funds on a pro with unearned fu	pportional basis through at least the 60 percent portion of the period for which the funds unds returned based upon when a student stops attending.
In instances whe will not result in	en a Service me student debt fo	>mber stops attendin or the returned portion	g due to a mil n. (Appendix t	itary service o to Enclosure 3	bligation, the edu , Figure 1, 4.f.2(d	ucational institution will work with the affected Service member to identify solutions that d)(page 42)).
I certify the return	of unearned TA poli	cy for this institution is con	pliant with the abo	ve DoDI 1322.25 re	quirement.	
1.What is your	institution's p	olicy on the return	of unearned	TA funds to t	the government?	? Learn More 💿
						^
* Minimum 25 char	actor limit					v

2. What is your institution's schedule for the return of unearned TA funds to the government? You need to show where the 60% completion point of will be. Review the Learn more for examples.



Note: To continue to the next section, your institution must agree to the certification statement. You will not be able to advance to the next section of the application if the certification box is not checked.





Program-Specific Tuition Rates tab is now accessible.

If you selected "Yes" in the Institution Tuition Rates section, all the tuition rates associated with the program level selected as "program-specific only" must be completed in this section.

- Click on the drop-down menu "Select a program" and select the applicable program.
- Click the green button, "Add Program-Specific Tuition Rates."
- In the column labeled Program Level, select "N/A" or "Completed" and a new window will open for you to enter tuition rates. You will notice this section is similar to the Institution Tuition Rates tab starting on page 43.
- Follow the directions starting on page 43 and enter Program-Specific Rates.

TA Eligible Programs	Tuition Rate Info	Institution Tuition Rates	Institution Fees	Other Expenses	Unearned TA Policy	Program-Specific Tuition Rates
Program-Specif	fic Tuition Rat	es Learn More 🕟				
1. Select TA El	igible Progran	Learn More 🕟				
Select a program			• A	dd Program-Specific	Tuition Rates	

2. Select "Not Complete" for each degree level below to begin entering rates for that program.

Program	Certificate Rate	Associate Rate	Bachelor Rate	Master Rate	Delete
Accounting.	NA	NA	Completed 🖉	Completed 🖉	Delete
Anthropology.	NA	NA	N/A 🖉	NA	Delete
English Language and Literature, General.	NA	NA	N/A 🖉	NA	Delete
International Relations and Affairs.	NA	NA	N/A 🖉	NA	Delete
			1		
< Back					Save

Note: First time entries will say "N/A" The next time they need updating, click "Completed" and make new entries.





The DoD MOU application is now ready to submit.

• Submit Application: Click the red "Submit Application" in the top or bottom right-hand side of the screen.

De vota	epartment of D ntary Education Partnership Home TA OECIDE Pa Institution Current Tuit	Submit Application You have reached the end o additional changes to the ap changes will be discarded. I cancel and save your data b Note: Once submitted, the until accented. Contact the	f the application. If yo plication since you las you wish to keep thoo efore submitting. pplication will be in a v (OU) Team at (650) 45	x have made t saved, those e changes, iew only status 2-1977 for			Submit Tuition Rates
Institution: De0 University OPE ID: 0000000 VA Facility Code: 0000000 Click here to access the Institution Guide	TA Eligible Programs Tur Program-Specific 1. Select TA Eligibl Select a program.	further assistance.	- Add Progr	No Submit	siPolicy <u>Program</u>	Specific Tuition Ra	les
	Programs	piere ier eren pieg.	Cartificate Rate	Associate Rate	Bachelor Rate	Master Pate	Datere
Ready	Medical Assisting		Completed D	Completed &	NA	NA	Delete
submit	Medicine		NA	NA	Completed Ø	NA	Delete
	< Back		_			Save	Submit Tuition Rates

If your receive the below notice, the DOD MOU POC must complete the Compliance Tutorial before submission





When the application is submitted successfully, the below notification will appear on the screen.

THIS IS AN AUTOMATED EMAIL. PLEASE DO NOT REPLY

Dear Educational Institution,

Institution Name: {InstitutionName} OPE ID Number: {OpeidNumber}

Your institution's application for participation in the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) has been submitted and will be verified for eligibility.

To view the submitted application, go to {System Insert Link Here} and login to your dashboard. On your dashboard, click on the drop-down menu under "Actions Required," and select "View/Print Application."

If you encounter difficulties accessing the provided link, cut and paste the link into your browser window to load the page.

For further assistance, contact the MOU Technical Team at voledconcerns@navy.mil or 850.452.1977.

Note: All email notifications are sent to the Signing Authority and the three points-of-contact (POC) designated by the institution. POCs have the ability to update institutional information, but ONLY the Signing Authority can electronically sign the DoD MOU document. For security purposes, the Signing Authority's signature information must match what is supplied within the application.

Our Service members appreciate your interest in the DoD MOU Partnership program!



This system generated email is sent to all points of contact and the Signing Authority when the DoD MOU application is submitted.

Dear Educational Institution,

Institution Name: {InstitutionName} OPE ID Number: {OpeidNumber}

Your institution's application for participation in the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) has been submitted and will be verified for eligibility.

To view the submitted application, go to {System Insert Link Here} and login to your dashboard. On your dashboard, click on the drop-down menu under "Actions Required," and select "View/Print Application."

If you encounter difficulties accessing the provided link, cut and paste the link into your browser window to load the page.

For further assistance, contact the MOU Technical Team at voledconcerns@navy.mil or 850.452.1977.

Note: All email notifications are sent to the Signing Authority and the three points-of-contact (POC) designated by the institution. POCs have the ability to update institutional information, but ONLY the Signing Authority can electronically sign the DoD MOU document. For security purposes, the Signing Authority's signature information must match what is supplied within the application.

Our Service members appreciate your interest in the DoD MOU Partnership program!

If the MOU Technical Team requires additional information to process the application, the MOU POC will receive the email below notifying them that additional information is required in order to process the application.

Dear Educational Institution,

Institution Name: {InstitutionName} OPE ID Number: {OpeidNumber}

Your DoD MOU application requires additional information. Someone from the MOU Team will be sending a separate email to assist with updating your application.

For further assistance, contact the MOU Technical Team at voledconcerns@navy.mil or 850.452.1977.

Our Service members appreciate your interest in the DoD MOU Partnership program!



This system generated email is sent to the all of the points of contact when the DoD MOU application has been verified by the MOU Technical Team and is ready for the Signing Authority to electronically sign the application. A separate email is sent to the Signing Authority with Instructions.

Dear Educational Institution,

Institution Name: {InstitutionName} OPE ID Number: {OpeidNumber}

Your institution's application for participation in the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) has been verified.

What's next?

The Signing Authority must now electronically sign the institution's DoD MOU.

Note: All emails are sent to the Signing Authority and the three points of contact (POC) designated by the institution. POCs have the ability to update institutional POC information. However, only the Signing Authority can electronically sign the DoD MOU document. For security purposes, the Signing Authority's signature information must match what was provided within the application.

For further assistance, contact the MOU Technical Team at voledconcerns@navy.mil or 850.452.1977.

Our Service members appreciate your interest in the DoD MOU Partnership program!

After the MOU Technical Team verifies the application, the President/CEO/Chancellor or Designated Signing Authority listed in the application must electronically sign the DoD MOU application. The Signing Authority will receive an email, as shown below, with a link to set up a user account.

Dear Educational Institution Signing Authority,

Institution Name: {InstitutionName} OPE ID Number: {OpeidNumber}

Your institution's application for participation in the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) has been verified.

In order for your institution's application to be forwarded to DoD for final approval, the Signing Authority must now electronically sign the DoD MOU.

If you have not completed setting up your user account, click here and reference the OPE ID # listed above.

To login and electronically sign your institution's MOU, click here.

Note: All emails are sent to the Signing Authority and the three points of contact (POC) designated by the institution. POCs have the ability to update institutional POC information. However, only the Signing Authority can electronically sign the DoD MOU document. For security purposes, the Signing Authority's signature information must match what was provided within the application.

For further assistance, contact the MOU Technical Team at voledconcerns@navy.mil or 850.452.1977.

Our Service members appreciate your interest in the DoD MOU Partnership program!

850.452.1977

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Signing Authority Instructions:

 Select "Accept Terms" to access the DoD MOU website. If "Close" is selected, the user will be redirected outside of the DoD MOU website.



To create user account, enter institution's OPE ID number. If the user is not listed as the Signing Authority in the MOU, the system will not allow access to the application.

Home TA DECIDE Participating Institutions Institution Login Contact Us FA	Q Search Q
Thinking of Attending College? <u>TA DECIDE</u> is here to help.	
Enter OPE ID Number	
Enter the OPE ID of the school that you will be submitting a verification application for using this a	ccount.
The Office of Postsecondary Education Identification (OPE ID) number is assigned by the U.S. De identify schools that have Program Participation Agreements (PPA) so that its students are eligible Student Financial Assistance programs under Title IV regulations. The first 6-digits of the OPE ID education institution, and are followed by a 2-digit suffix used to identify branches, additional locat are part of the eligible educational institution.	partment of Education to to participate in Federal number relate to the ions, and other entities that
If you don't know your OPE ID, please contact the School Participation Team for your state at: http://www.com/actionation.com/actionation/acti	://www.eligcert.ed.gov/.
OPE ID Number : 0000000 00	
	Go Back Submit

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	To submit a ver	ification application you must create a user account.	
Once a valid OPE ID		Already have a user	account? Sign ir
number has been entered,	Email Address	Email Address	-
create a user account, or	Confirm Email Address:	sample@email.com	
log in if an account has		Note: Password must contain a minimum of 15 characters with at least one lowercase case, one uppercase, one numeric value and one special character (1@#\$%&).	
already been created. If you	Password	Password	
need assistance in creating	Confirm Password	Confirm Password	
	First Name	First Name	
DOD MOU lechnical leam	Last Name	Last Name	
at (850) 452-1977.	In case you forget your email or (Answers to the security questions	password are case sensitive.)	
	1. Secret Question	What was the make of your first car?	
	Your Answer	Answer 1	
	2. Secret Question	In what city did you meet your significant other?	
	Your Answer	Answer 2	
	3. Secret Question	What was the last name of your third grade teacher?	
	Your Answer	Answer 3	

Once the account is created, the user will be directed to the Institution dashboard. The dashboard view will provide all active applications connected to the user.

- Under the "Create New Application or Select an "Institution" tab:
- Select your school...click "Go"
- Under the "Resources" tab:
- Select "Sign your DoD MOU Here" link....Click "Go"
- The user can also view and print the application

DoD MOU Renewal Process 1. Update Point of Contact Information 2. Update Tuition Rate, Fee & Policy Information 3. Wait for your Renewal Notification Email For assistance, contact the MOU Technical Team at 850.452 1977 or <u>updateoneeroetine</u> rul	
Welcome to your DoD MOU Dashboard!	
Let's get started!	
Create New Application or Select an Institution Learn More	Go
Manage My Application Learn More	
Select •	Go
Select •	Go

Create User Account

Cancel Create



Note: All information on the electronic signature page must match the information submitted within

the application.

FIGHT TA DECIDE Partici	Jating Institutions	Contact Os	PAG	
	DoD M	OU Signa	ure Page	
View DoD MOU Again				
DoD MOU Signing Authority: The DoD must EXACTLY match the information	MOU must be signed by t that was typed in Signing	the President/CEO/C Authority block on t	hancellor only. All inform te MOU application	nation on this electronic signature page
Designated DoD MOU Signing Authorit MOU on their behalf. All information or Signing Authority block on the MOU ap	 By signing this DoD Mi this electronic signature plication. 	OU, you are stating t page must EXACTL	hat you have been desig Y match the information	mated by the institution to sign this DoD that was typed in the Designated
Note: For security purposes, the below	Information must EXACT	FLY match the inform	ation that was typed in	he original MOU application
	SIGNING AL		EORMATION	
	SIGINING AU	HOATTIN	FORMATION	
First Name	p.			
Last Nam				
Last Nam				
Last Nam	e b			
Last Nam Tin Email Addres	e e 5			
Last Nam Tith Email Addres	e:	e DoD MOU and agr	se to the DoD MOU tern	15.
Last Nam Tim Email Addres	e:	e DoD MOU and agr	se to the DoD MOU tern	95. (

Once the Signing Authority electronically signs the DoD MOU from the dashboard, they will be redirected to a sample MOU for viewing. After viewing the sample MOU, the Signing Authority will sign the MOU by selecting the blue button labeled "Sign DoD MOU."

	APPENDIX TO ENCL	OSURE 3
DOD MOU BETWE	EN DOD OFFICE OF THE UTION AND SERVICE-SP	USD (P&R) AND EDUCATIONAL ECIFIC ADDENDUMS
Figure 1. DoD MOU E	letween DoD Office of the U	JSD (P&R) and Educational Institution
DoD MEN DoD OFFICI PE	VOLUNTARY EDUCATIO (ORANDUM OF UNDERS BETWEEN E OF THE UNDER SECRE RSONNEL AND READIN	IN PARTNERSHIP TANDING (MOU) TARY OF DEFENSE FOR ESS (USIXPAR))
1	AND OF SALON PR	OFFICIALS
	CADEATI OF SALUS PR	OF LOOK ALS
I PREAMDLE		
. Inarandit	Sample Linis	orcity
environment in fundament Iradership-ready force. To deployments and mobiliza requires the DoD to sprass modalines that include ints distance learning (DL) opt development and progress	at to the manufetanice of a m oday's fast-paced and highly tions are required to support or postsecondary educations tractor-led courses offered b ions. All are designed to up of Service members and the	manary powertus and adaptive include environment, where frequent the Nation's policies and objectives, a programs using a variety of learning orth on- and off-installation as well as poper the professional and personal e. DoD civilian workforce.
b. Making these posts further provides. Service in	econdary programs available	e to the military community as a whole family members. DoD civilian
employees, and military re aspirations and prepares th of the Department of Defe citizenzy and ensures the a recruitment and retention	tinces ways to advance their tem for future career and tec nse. This helps strengthen t variability of a significant op efforts in an all-volunteer for	personal education and career huical pursuits, both inside and outside he Nation by producing a well-educate gality-of-life asset that enhances ree.
2. PURPOSE		
a. This MOU articular to the Department of Defe	es the commitment and agre nse by accepting finds via e ducation services.	ement educational institutions provide ach Service's tuition assistance (TA)
beolitant at eachange tot e		

A system-generated email is sent to all points of contacts, including the Signing Authority when the DoD MOU application has been signed by the Signing Authority.





The application is forwarded to DoD for final review and approval.

This below system generated email is sent to all points of contacts when the DoD MOU application has been signed by DoD indicating the application process is complete.

Dear Educational Institution,

Institution Name: {InstitutionName} OPE ID Number: {OpeidNumber}

Your application for participation in the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) has been signed by the DoD which completes the application process.

Both approving signatures have been received which completes the DoD MOU filing process.

To access a copy of your signed DoD MOU, go to https://www.dodmou.com, login to your dashboard. On your dashboard, click on the drop-down menu under "Resources," and select "View/Print Application."

Your institution's active DoD MOU is now listed on the Participating Institution's list on the DoD MOU homepage (https://www.dodmou.com).

For further assistance, contact the MOU Technical Team at voledconcerns@navy.mil or 850.452.1977.

Our Service members appreciate your interest in the DoD MOU Partnership program!

The Institution is now listed on the Participating Institutions list which is located on the top of the DoD MOU homepage.



The Under Secretary of Defense for Personnel Readiness provides overall policy guidelines for voluntary education programs in the Department of Defense. These responsibilities are accomplished through the Deputy Assistant Secretary of Defense for Military Community and Family Policy and the Chief of Continuing Education in the Educational Opportunities Directorate.



This completes the "New Application" process.

850.452.1977

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In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 4. f. (4) (page 42)), "Educational institutions will provide their tuition charges for each degree program to the Services on an annual basis. Any changes in the tuition charges will be provided to and explained to all the Services, as soon as possible, but not fewer than 90 days prior to implementation."

Since October 1, 2015, two upgrades have been made to the DoD MOU application system. All institutions are required to review their DoD MOU application for accuracy to include, but not limited to, the following sections: Points of Contact, TA Eligible Programs, Tuition Rate Info, Institution Tuition Rates, Institution Fees, Other Expenses and Unearned TA Policy.

The academic year needs to include all semester/terms (including summers sessions) i.e., start dates of the fall term thru the last day of the summer term. Some schools may have January thru December listed for the academic year.

The system will send reminder notifications to submit annual tuition charges at the 150, 120, and 91-day points prior to the end of the academic year. These notifications will give the institution 60 days to update their application with the pending application updates and be in compliance with the 90-day implementation requirement.

Note: All current applications must reflect the current academic calendar dates and tuition related data.


Once "Accept Terms" has been selected, you will be directed to the DoD MOU homepage.

Click on Institution Login then enter Username & Password. If you forgot your password see instructions on the page 93.



Close



- Under Create New Application or Select an Institution, select your school...click "GO
- Select "Manage My Application" menu and click on "Pending Application Updates", click "GO" to begin updating current tuition rate information. A portion of the Pending Application Updates tab has been pre-populated with the information from the Current Tuition Requirements tab. However, each section of the tab requires action and will need to be reviewed and updated before submitting.

Home	TA DECIDE	Participating Institutions	Contact Us	FAQ	Search	🔍 He	lo	- 🎯
2		DoD 1. Update 2. Updat 3. Wait fe	MOU Rene Point of Contact e Tuition Rate, Fee or your Renewal N Fer essistance, contact the MC	ewal P Informat e & Policy lotificatio DU Technical Tea	TOCESS ion Information n Email m at 850 452 1977 or <u>yelesteer</u>	sernsitney.ru		
		W	elcome Da Let	toy ashb t'sget	our Dol oard!	о мои		
		Crea	te New Applicati	on or Sel	ect an Institutio	Learn More		
						~	Go	
			Manage M	Ay Applic	ation (Learn More)	D		
		Select				-	Go	
		Points of	Contact	nto (Miow	Only)			
		Pending Terminal	Application Updat	les	Olly)		Go	

"Pending Application Updates" tab is now accessible.

Dashboard	Institution	Current Tuition	Requirements	Pending	Application Updates			
TA Eliaible	Programs	Tuition Rate Info	Institution Tuit	ion Rates	Institution Fees	Other Expenses	Unearned TA Policy	
✓ "I certify 1322.25	y that the pro requirement	gram offerings load s including, but not	ded to this DoD limited to, com	MOU Verific pliance with	ation Application ar appropriate Title IV	e eligible for TA fur , VA, and accreditir	nds in accordance with ng agency approvals."	DoD Instruction
1. <u>Click</u>	here to	view/modify]	TA eligible	program	IS. (Learn More 🕑			
2. <u>Click</u>	here to a	add new TA e	eligible prog	grams.	Learn More 🕒			
3. <u>Click</u>	here to e	enter a large	amount of	data thi	rough a single	upload. (Lear	n Mare 🕟	
< Back							Save	Save & Continue

To continue to the next section, your institution must agree to the certification statement at the bottom of this page. You will not be able to advance to the next section of the application if the certification box is not checked.



TA Eligible Programs:

Tuition Assistance (TA) Eligible Programs are those programs that are eligible for Title IV funds, as determined by the Department of Education (ED). Your institution's initial pre-populated list of programs was extracted from the Department of Education - College Navigator.

It is the institution's responsibility to ensure all TA eligible programs and program levels are updated with the associated locations (main and additional). Default associates all programs with the main institution.

Option 1: View/Modify TA Eligible Programs:

You can modify individual programs by selecting either "Update" or "Delete" next to the specific program. "Update" allows you to modify the existing Program Name, CIP Code (not mandatory), Program Level, and Location(s). "Delete" removes the program and pertinent information from the MOU application.

Note: The updated TA eligible programs, program levels, and associated locations will be referenced throughout the application. Any change will overwrite the current list of TA eligible programs. Verify all information prior to the upload. The CIP code is not mandatory; however, preferred.

To continue to the next section, your institution must agree to the certification statement in the TA Eligible Programs section. You will not be able to advance to the next section of the application if the certification box is not checked.

Save: Click to save information in this section only.

Save & Continue: Click to save new information then proceed to the next section of the application.

Dashboard Institution Currep rulition Requirements Pending Application Updates
TA Eligible Programs Tuition Rate Info Institution Tuition Rates Institution Fees Other Expenses Unearned TA Policy
I certify that the program offerings loaded to this DoD MOU Verification Application are eligible for TA funds in accordance with DoD Instruction 1322.25 requirements including, but not limited to, compliance with appropriate Title IV, VA, and accrediting agency approvals."
1. <u>Click here to view/modify TA eligible programs.</u>
2. <u>Click here to add new TA eligible programs.</u> (Learn More)
3. Click here to enter a large amount of data through a single upload. (Learn More)
< Back Save Save & Continue



Option 2 – Add New TA Eligible Programs: You can select this option to add a TA Eligible programs to your institution's MOU application.

It is the institution's responsibility to ensure all TA eligible programs and program levels are updated with the associated locations (main and additional). Default associates all programs with the main institution.

- "Add" allows you to add a new program by typing the Program Name, CIP Code (not mandatory), Program Level, and Program Location(s).
- The institution must select ALL applicable locations associated with each program. Once you hit "Save Application," the latest TA Eligible Program list will be saved to your institution's application. All previous information will be overwritten in the system.
- Click "Save" to only save your information or click "Save & Continue" to save your information and move to the next section.

Dep Volunt	Dartment of Def ary Education Partnership Mer	ense (DoD) morandum of Understanding (MOU)	-
Home	TA DECIDE Participat	Add TA Eligible Program Information a) Enter TA eligible program name. b) Select CIP Code, if applicable (not mandatory). c) Select all levels associated with this program. d) Select all locations associated with this program. NOTE: Once "Save Application" has been selected, the latest TA Eligible Program list will be saved to the institution's application.	Hello Edwar
	TA Eligible Programs Tuition	All previous information will be overwritten in the system.	Other Expenses Unearned TA Policy
		Program Name	
115	"I certify that the program of 1322.25 requirements incluing 1322.25 requirements incluing	CIP Code	eligible for TA funds in accordance with DoD Instruction VA, and accrediting agency approvals."
		Select 👻	
	1. Click here to view	Program Level	
		Select	
	2. Click here to add I	Program Locations Select	
	3. Click here to enter	Cancel + Add	
	K Back		Save Save & Continue



Option 3 – Download template:

It is the institution's responsibility to ensure all TA eligible programs and program levels are updated with the associated locations (main and additional). Default associates all programs with the main institution.

Step 1: Download the template with the pre-populated list of TA eligible programs. This template was designed to import large amounts of data in a single upload.

Step 2: Review the list then add, modify, or delete information in the following fields: Program Name, Program Level, and Location(s) applicable for each program. The CIP Code is not mandatory.

Step 3: Upload template into the application.

Note: This template will overwrite the current list of TA eligible programs, program levels, and associated locations. The updated TA eligible programs, degree levels, and associated locations will be referenced throughout the application. Any change will overwrite the current list of TA eligible programs. Verify all information prior to the upload. The CIP code is not mandatory; however, preferred.

To continue to the next section, your institution must agree to the certification statement in the TA Eligible Programs section. You will not be able to advance to the next section of the application if the certification box is not checked.

TA Eligible Programs Tuition Rate Info Institution Tuition Rates Institution Fees Other Expenses Unearned TA Policy a "I certify that the program offerings loaded to this DoD MOU Verification Application are eligible for TA funds in accordance with DoD Instruction 1322.25 requirements including, but not limited to, compliance with appropriate Title IV, VA, and accrediting agency approvals."
I certify that the program offerings loaded to this DoD MOU Verification Application are eligible for TA funds in accordance with DoD Instruction 1322.25 requirements including, but not limited to, compliance with appropriate Title IV, VA, and accrediting agency approvals."
1. <u>Click here to view/modify TA eligible programs.</u> (Learn More)
2. <u>Click here to add new TA eligible programs.</u> Lean More
3. Click here to enter a large amount of data through a single upload. (Learn More Co
Step 1: Download TA Eligible Programs template provided here. Image: Complete Programs template provided here. Step 2: Upload completed TA Eligible Programs template. Image: Complete Programs template provided here.
Select file to upload: Upload Upload
SAMPL
< Back Save & Continue



• Select "Tuition Rate Info" tab.

Dashboard Instruction Current Tuition Requirements Pending Application Updates
TA Eligible Programs Tuition Pate Info. Institution Tuition Pates Institution Ease. Other Expanses Upgarned TA Policy
2. Select the upcoming academic calendar date range for your institution's tuition rates.
3. Choose all applicable learning methods for your institution. ☑ Classroom ☑ Distance/Online
< Back Save & Continue

1. Enter the exact website address(es) that directs us to the institution's tuition rates, fees, and associated policies. Do not enter the URL for your institution's main website address or catalog. If more than one URL is necessary to show all tuition rates, fees, and policies listed in the MOU, click on "+ Add another URL" to enter additional URLs.

2. Enter the official academic calendar date range ("From" and "To") for your institution's current tuition rates. Even if the start date has already expired, we still need the official academic calendar start and end dates. The academic calendar range is not to exceed 365 days. The academic year needs to include all semester/terms (including summers sessions), i.e. start date of fall term thru last day of summer term. Some institutions may have a January thru December academic year.

The implementation date: This date is calculated by the system once the rates are accepted.

The system will send reminder notifications to submit your annual tuition charges at the 150, 120, and 91-day points prior to the end of the academic year. These notifications will give the institution 60 days to update their application with the pending tuition rates and be in compliance with the 90-day implementation requirement. If a school submits tuition rates with effective dates that are sooner than 90 days out the school will need to wait 90 days before the tuition rate is implemented.

3. Choose all applicable Learning Methods for your institution.

Save: Click to save information in this section only.

Save & Continue: Click to save new information then proceed to the next section of the application.



Institution Tuition Rates:

Based on your updates to the TA Eligible Programs section, you are now required to select all locations applicable to the tuition rates.

If you need to adjust the list of locations in the drop down menu, return to the TA Eligible Program section of the application and modify the current list.

1. Select all locations applicable to the tuition rate(s) per program level. From the drop-down menu, select the location(s) to be added.

- 2. Select "Not Complete or Complete" for each program level to begin entering rates for those location(s).
- Complete questions 1-4 per program level. "Delete" entries no longer required.

NOTE: First time entries will say "Not Complete". The next time they need updating click "Complete" and make update entries.

stitution Tuition Rates	S Learn Mare D											
Select all locations a	applicable to tuiti	on rates. 🛛	Learn More									
Select Location(s)												
Enter tuition rates f	for each program	level and	associated loc	ation. Cearn More								
	ior cuch program	i iovoi unu	abboolated for			2. Enter tuition rates for each program level and associated location. Commons of						
ocations	Certificat	e Rate A	Associate Rate	Bachelor Rate	Master Rate	Delete						
ocations 00123450 Your University Glo	Certificat lobal Complete Exempt-Rate	e Rate Ar	Associate Rate Complete 🖉 Isongt Rates Not Applicable	Bachelor Rate Complete 🖉 Exempt-Rates Not Applicable	Master Rate Complete & Exempt-Rates Not Applicable	Delete						
ocations 00123450 Your University Gk Modify Locations	Certificat lobal Complete Exempt-Bate	e Rate As P C C a Net Assiliable Ex	Associate Rate Complete 🖉 Inempt-Rates Nos Applicable	Bachelor Rate Complete & Exempt-Rates Not Applicable	Master Rate Complete & Exempt-Rates Not Applicable	Delete						
Modify Locations	lobal Complete Exempt Bate	plete P us.NotAcelicable Ex	Associate Rate Complete & Sempt-Rates Not Applicable Not Complete & Exempt-Rates Not Applicable	Bachelor Rate Complete D ExemptiBates Nat Applicable Not Complete D ExemptiBates Not Applicable	Master Rate Complete & Exempt-Rates Not Applicable Not Complete & Exempt-Rates Not Applicable	Delete						

3. Does your institution have ANY program-specific tuition rates?



Continued:

You will not be able to exit this page until all of the program levels with associated locations have been addressed.

1. Indicate "Yes" or "No" if your institution has ONLY program-specific tuition rates.

If "Yes" is checked, you will enter your "Program-Specific Rates" on the 'Program-Specific Tuition Rates" tab. Click on the drop-down menu "Select a program" and select the applicable program. Click , "Add Program Specific Tuition Rates."

If "No" is checked, it is understood that all standard tuition rates listed in this section refer to all program levels.

2. Select all applicable credit types.

• Select all applicable credit types for each program level identified (i.e.: Semester hour, Quarter hour and/or Contact hour (Clock hour)



< Back



3. Enter the typical number of credits per course/class and per program.

For example:

- Certificate average will depend on the overall programs offered
- Associates 3 credits per course/class, 60 per program
- Bachelors 3 credits per course/class, 120 per program
- Masters 3 credits per course/class, 30-36 per program

exame, insurance, parking, transportation,

Dashboard Institution Current Tuition Requirements Pending A	Application Updates
TA Eligible Programs Tuition Rate Info Institution Tuition Rates	Institution Fees Other Expenses Unearned TA Policy
Associate Rates	
1. Does your institution have ONLY program-spo O Yes ® No	ecific rates for the Associate level? (Committee)
2. Select all applicable credit types. (Liter More ●) Semester Hour Ø Quarter Hour □ Contact Hour (Cloc	sk Hourj
3. What are the typical number of credit hours for Per Course/Clase Per Program	or the Associate level? (Learn More)
5 90	
4 Select tuition type(s) from the list below then	anter the associated hourly rate for each credit type selected
4. Gelect talken type(s) from the list below, then	renter the associated nouny rate for each creuk type selected.
Tuition Type	Bor Quarter Hour
62 Military	\$ 165.00
52 Military □ In-State	165.00 Per Quarter Hour
62 Military □ In-State □ Out-of-State	\$ 165.00 \$ Per Quarter Hour \$ Per Quarter Hour
⊠ Military □ In-State □ Out-or-State □ Distance Learning/Online	S 165.00 S Per Quarter Hour S Per Quarter Hour S Per Quarter Hour S Per Quarter Hour
52 Military In-State Out-of-State Distance Learning/Online In District	\$ 165.00 \$ Per Quarter Hour
52 Military In-State Out-of-State Distance Learning/Online In District Out of District	\$ 165.00 \$ Per Quarter Hour
© Military In-State Out-of-State Distance Learning/Online In District Out of District Day Differential	\$ 165.00 \$ Per Quarter Hour
2 Military In-State Out-of-State Distance Learning/Online In District Out of District Day Differential Full-Time	\$ 165.00 \$ Per Quarter Hour
2 Military In-State Out-of-State Distance Learning/Online In District Out of District Day Differential Full-Time Part-Time	\$ 165.00 \$ Per Quarter Hour \$ Per Quarter Hour
E Military In-State Out-of-State Distance Learning/Online In District Out of District Day Differential Full-Time Part-Time Other Tuttion Type/Rate	\$ 165.00 \$ Per Quarter Hour
In-State Out-of-State Distance Learning/Online In District Out of District Day Differential Full-Time Part-Time Other Tuition Type/Rate	\$ 165.00 \$ Per Quarter Hour

< Back



- 4. The institution must select at least one standard tuition type:
- Military, In-State, Out-of-State, Distance Learning/Online, etc.) OR
- Make a manual entry (click the blue "+Add" button, check the box, then manually enter the tuition type/rate)
- Enter hourly rate for each credit type selected.
- Per DoD, flat-rate tuition is not acceptable.
- If your institution has programs that are full-time and only have flat-rate amounts, you must break down the tuition into a "per credit cost" for full-time students. NO exceptions.

NOTE: These entries will transfer to TA DECIDE, the school comparison tool.

For institutions with Full-Time and/or Part-Time flat rates, use the following calculation to figure the per semester hour:

For Undergraduate example: Tuition Cost (\$50,000) X number of years to complete program (4) = \$200,000 / total number of semester hours to complete program (120) = cost per hour (\$1,666).

If your institution has another program level, click "Save and Continue" and you will be directed to the previous page to enter the tuition rates for the next program level.

Note: To continue to the next section, your institution must agree to the certification statement at the bottom of this page. You will not be able to advance to the next section of the application if the certification box is not checked.

Save: Click to save information in this section only.

Save & Continue: Click to save new information then proceed to the next section of the application.





Indicate "Yes" or "No" when asked if your institution has ANY program-specific tuition rates.

If you click "Yes," you will enter your "Program-Specific Rates" on the 'Program-Specific Tuition Rates" tab.

If you click "No," it is understood that all standard tuition rates listed in this section refer to all degree programs.

Save: Click to save information in this section only.

Save & Continue: Click to save new information then proceed to the next section of the application.

	Institution Tuition Rates	Institution Fees Oth	ir Expenses Unearne	d TA Policy	
stitution Tuition Rates	Asire O				
Select all locations applica	able to tuition rates.	Learn More			
Select Location(s)					
. Enter tuition rates for eac	ch program level an	nd associated loc	ation. 🕻 Learn More 🕞		
ocations	Certificate Rate	Associate Rate	Bachelor Rate	Master Rate	Delete
ocations 00123450 Your University Global	Certificate Rate Complete P Exempt-Bates Not Applicable	Associate Rate Complete 🖉 Exempt-Rates Not Applicable	Bachelor Rate	Master Rate Complete 🖉 Exempt-Rates Not Applicable	Delete
ocations 00123450 Your University Global Modify Locations	Certificate Rate Complete & Exempt-Bates Not Applicable	Associate Rate Complete & Exempt: Bates Not Applicable	Bachelor Rate Complete & Exempt-Rates Not Applicable	Master Rate Complete & Exempt-Rates Not Applicable	Delete
ocations 00123450 Your University Global Modify Locations 00123450 Your University Global	Certificate Rate	Associate Rate Complete & Exempt: Rates Not Applicable Not Complete & Exempt: Rates Not Applicable	Bachelor Rate	Master Rate Complete & Exempt-Rates Not Applicable Not Complete & Exempt-Rates Not Applicable	Delete

⊖Yes ®No



Institution Fees:

1. Does your institution have fees applicable to Service members using military tuition assistance?

In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Enclosure 3, 1.b.(2)(d) (page 14), covered charges include those that are submitted to the Service by the educational institution for tuition only. Educational institutions that bundle tuition, fees, or books into a consolidated cost, must detail the charges of fees and books separately for Service members participating in the TA program. Fees include any charge not directly related to course instruction including but not limited to costs associated with room, board, distance learning, equipment, supplies, books/materials, exams, insurance, parking, transportation, admissions, registration, or fines. Tuition and fees, including books, cannot be "bundled." The tuition amount should be for tuition only.

If "Yes" is checked, you must enter all fees that will be charged to active-duty Service members using military tuition.

For example:

- Fee type
- Fee amount
- Frequency (make selection from drop-down menu)
- Program level(s) (make selection from drop-down menu)

Make a manual entry by clicking "+ Add" Note: These entries will transfer to TA DECIDE the School Comparison Tool.

If "No" is checked, the institution agrees that additional fees will not be charged to active-duty Service members.

Note: To continue to the next section, your institution must agree to the certification statement at the bottom of this page. You will not be able to advance to the next section of the application if the certification box is not checked.

Eligible Programs Tuttion Rate Info Institution Tuttion Rates	Institution Peese Other Expenses Unsamed TA Policy		
Does your institution have fees applicable to # Yes ONO	Service members using military tuition assistant	C8? (LANTING ()	
Select all fees applicable to Service member	s using military tuition assistance. Fee Amount	Frequency	Program Level(s)
C Athletic	April April 1		
Course Add/Drop	a Arrester		
Enrollment	8 Arrante		
General	B Arrewall		
Grapuation	a arriant		
Insurance	B Arrowith		
Official Transcript	8 10.00	Per Boorrance	Associate . Bachelor . Certificate . Master
student Activity	B. Arristan		
Technology	B Arreland		



Other Expenses/Policy:

1. Does your institution have charges for room and board?

In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 1.b.(2)(d) (page 14), covered charges include those that are submitted to the Service by the educational institution for tuition only. Educational institutions that bundle tuition, fees, or books into a consolidated cost, must detail the charges of fees and books separately for Service members participating in the TA program. Fees include any charge not directly related to course instruction including but not limited to costs associated with room, board, distance learning, equipment, supplies, books/materials, exams, insurance, parking, transportation, admissions, registration, or fines. Tuition and fees, including books, cannot be "bundled." The tuition amount should be for tuition only.

If "Yes" is checked, you must enter the estimated room and board amount then select the occurrence period from the drop-down menu. If "No" is checked, no further action is required.

Dashboard Institution Current Tuition Requirements Pending Application Updates	
TA Eligible Programs Tuition Rate Info Institution Tuition Rates Institution Fees Other Experise Unearned TA Policy	
Other Expenses Duplicate from Current Application 1. Does your institution have charges for room and board?	
2. a. What source(s) will military students use to purchase books and/or resource materials for their course(s)?	
b. What is the estimated cost to military students for books and/or resource materials from the identified source? (
3. Does your institution have any established grant or scholarship programs for military students? (Lamittee ©) o Yes No	
I certify that TA funds are not to be used for purchase of books to include textbooks, CDa/DVDs, or reference or instructional materials. Additionally, institutional education revenue gene from military TA funds cannot be used to support textbook grants or scholarships."	rated
K Back Save &	Continue



2. a. What source(s) will military students use to purchase books and/or resource materials for their course(s)?

In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 1.b.(2)(d) (page 14), covered charges include those that are submitted to the Service by the educational institution for tuition only. Educational institutions that bundle tuition, fees, or books into a consolidated cost, must detail the charges of fees and books separately for Service members participating in the TA program. Fees include any charge not directly related to course instruction including but not limited to costs associated with room, board, distance learning, equipment, supplies, books/materials, exams, insurance, parking, transportation, admissions, registration, or fines.

Tuition and fees, including books, cannot be "bundled." The tuition amount should be for tuition only.

Provide the source(s) on how the Service members will purchase books and/or resource materials for their courses.

For example: Book fees are not directly paid to the institution. Students are more than likely to purchase books from on-campus bookstores and libraries, off-campus commercial bookstores, eBooks, and through various online sources.

b. What is the estimated cost for books and or resource materials from the identified source?

Enter the estimated cost of books and then select the occurrence.

Dashboard Institution Current Tuition Requirements Pending Application Updates
TA Eligible Programs Tuition Rate Info Institution Tuition Rates Institution Fees Other Expenses Unearned TA Policy
Other Expenses Duplicate from Current Application
1. Does your institution have charges for room and board?
O Yes ® No
2. a. What source(s) will military students use to purchase books and/or resource materials for their course(s)?
b. What is the estimated cost to military students for books and/or resource materials from the identified source?
s -
3. Does your institution have any established grant or scholarship programs for military students? Committee D
O Yee & No
😋 "I certify that TA funds are not to be used for purchase of books to include fextbooks, ebooks, CDs/DVDs, or reference or instructional materials. Additionally, institutional education revenue generated
from military TA funde cannot be used to support fextbook grants or scholarshipe."
≤ Back Save Save & Continue



3. Does your institution have any established grant or scholarship program for military students?

In accordance with Change 3, DoDI 1322.25 (July 07, 2014): (Enclosure 3, 1.b.(2)(e) (page 14), "TA funds are not to be used for the purchase of books to include textbooks, ebooks, CDs/DVDs, or reference or instructional materials. Additionally, institutional education revenue generated from military TA funds cannot be used to support textbook grants or scholarships."

(Enclosure 3, 4.e.(2)(3) (page 41) (2) "DoD personnel are entitled to consideration for all forms of financial aid that educational institutions make available to students at their home campus. Educational institution financial aid officers will provide information and application processes for Title IV student aid programs, scholarships, fellowships, grants, loans, etc., to DoD TA recipients. (3) Service members identified as eligible DoD TA recipients, who qualify for Pell Grants through ED's student aid program, will have their TA benefits applied to their educational institution's account prior to the application of their Pell Grant funds to their account. Unlike TA funds, Pell Grant funds are not tuition-restricted and may be applied to other allowable charges on the account."

If **"Yes"** is checked, you must enter the name, eligibility requirements, funding source of the grant/scholarship, and description. This grant/scholarship should pertain only to active-duty Service members using military tuition assistance. Also, provide the URL that pertains to the grant/scholarship listed. This does not pertain to VA educational benefits.

If "No" is checked, no further action is required.

Save: Click to save information in this section only.
Does your institution have any established grant or scholarship programs for military students?
¥Yes ONo
Remove
a. Name of grant or scholarship:
Enter name
1. Who is eligible to receive the grant or scholarship?
Enter eligible recipients
2. How is the grant or scholarship funded?
Enter funding source
3. Provide a brief description of the grant or scholarship.
Enter description
4. Provide the associated URL for the listed grant or scholarship.
URL: Enter website address
Add another Grant or Scholarship
"I certify that TA funds are not to be used for purchase of books to include textbooks, ebooks, CDa/DVDs, or reference or instructional materials. Additionally, institutional education revenue generated from military TA funds cannot be used to support textbook grants or scholarships."

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Return of Unearned TA Funds Policy:

The Institution will have a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 % portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

In instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion. (Appendix to Enclosure 3, Figure 1, 4.f.2(d)(page 42)).

Provide answers in the space provided to the following questions. Refer to the "Learn More" for specific guidance.

1. What is your institution's policy on the return of unearned TA funds to the government?

2. What is your institution's schedule for the return of unearned TA funds to the government? The return schedule must show the proportional basis through at least the 60% level.

Note: To continue to the next section, your institution must agree to the certification statement. You will not be able to advance to the next section of the application if the certification box is not checked.

shooard Institution	Current Tuision Requirements	Pending Application Opdates	
A Eligible Programs	Tuition Bate Info Institution Tu	ition Rates Institution Fees	Other Expenses Unearned T& Policy
Policy			Duplicate from Current Application
The Institution w the period for wh when a student s	ill have a policy that retur ich the funds were provid tops attending.	ns any unearned tuition a ed. TA funds are earned	assistance (TA) funds on a proportional basis through at least the 60 percent portion of proportionally during an enrollment period, with unearned funds returned based upon
In instances whe member to identi	n a Service member stop fy solutions that will not r	s attending due to a milit esult in student debt for t	ary service obligation, the educational institution will work with the affected Service the returned portion. (Appendix to Enclosure 3, Figure 1, 4.f.2(d)(page 42)).
I certify the return	of unearned TA policy for this inst	itution is compliant with the above	e DoDI 1322.25 requirement.
I.What is your i	institution's policy on th	e return of unearned T	A funds to the government? 🕻 🕼 🕼
* Minimum 25 char	acter limit		
.What is vour i	institution's schedule fo	r the return of unearne	d TA funds to the government? (Lease Mare)
* Minimum 25 char	acter limit		
< Back			Save Submit Pending Updates



Program-Specific Tuition Rates tab

If you selected "Yes" in the Institution Tuition Rates section, all the tuition rates associated with the program level selected as "program-specific only" must be completed in this section.

Click on the drop-down menu "Select a program" and select the applicable program.

Click, "Add Program-Specific Tuition Rates."

In the column labeled Program Level, select "Not Complete or Complete", a new window will open to enter tuition rates. You will notice this section is similar to the Institution Tuition Rates tab listed starting on page 74.

Program-Spec		Institution Tuition Rates	Institution Fe	es Other E	xpenses	Unearned
	ific Tuition Ra					
	ligible Progra					
T. Select TA L	Ingible Flogra					
Select a program			~ ^	dd Program-S	Specific Tui	tion Rates
1						
Accounting			^			
Adult and Continuir	ng Education and Te	aching				
Anthropology						
Art/Art Studies, Ge	neral					
Biology/Biological (Sciences General					
Business Administr	ation and Managem	ent, General				
Business, Manager	nent, Marketing, and	Related Support Service	s, Other			
Business/Commerc	e, General					
Chemistry, Genera	1					
Community Psycho	logy				Air Earas	
Computer and Infor	mation Sciences, G	eneral		(incl. N	at.Guard & R	eserves)
Counselor Educatio	on/School Counselin	g and Guidance Services				
Criminal Justice/La	w Enforcement Adm	inistration				
Criminal Justice/Sa	fety Studies		~			
1	1					
ligible Programs Tuition Rate	nfo Institution Tuition Rates	Institution Fees Other Expenses	Unearned TA Policy			
ogram Specific Tuition	Pates (Lean More C)					
ogram-specific futtion	Rates Canada S					
Select TA Eligible Pro						
Concert in England i re	g					
elect a program		- Add Program-Specific Tu	tion Rates			
	" for each degree lev	el below to begin entering	rates for that pro	gram		
Select "Not Complete				3		
Select "Not Complete			Associate Rate	Bachelor Rate	Master Rate	Delete
Select "Not Complete		Certificate Rate				11 March 1997
Select "Not Complete ogram Jult and Continuing Education and	d Teaching	Certificate Rate	NA	44	Not Complete 🖌	2 Delete
Select "Not Complete ogram duit and Continuing Education an	d Teaching	Certificate Rate	NA P	NA.	Not Complete 🖌	2 Delete
Select "Not Complete ogram duit and Continuing Education and	d Teaching	Certificate Rate	NA P	NA.	Not Complete 🖌	2 Delete
Select "Not Complete ogram duit and Continuing Education and	d Teaching	Certificate Rate	NA B	NA	Not Complete 🖌	2 Delete
Select "Not Complete ogram duit and Continuing Education and	d Teaching	Certificate Rate	NA P		Not Complete	2 Delete

Note: First time entries will say "Not Complete". Remaining updates, select "Complete" to make new entries.



The DoD MOU Pending Application Updates is ready to submit.

• Submit the rates by selecting "Submit Pending Updates" in bottom right-hand side of the screen.

Home TA DECIDE Partici	Submit Current Updates 🗙	Hello C - 🗞
Institution Current Tuition Requirements	This is the last page of the Current Tuition Updates.	on Submit Current Updates Submit Pending Updates
	Review each section for accuracy prior to submitting the updates.	
	Updates made to the Current Tuition Updates tab will	Unearned TA Policy
Program-Specific Tuition Rate	overwrite current information once reviewed and accepted by the MOU Team.	
1. Select TA Eligible Program	Cancel Confirm	
Select a program	Add Program-Specific	Tuition Rates

2. Select "Not Complete" for each degree level below to begin entering rates for that program.

rogram	Certificate Rate	Associate Rate	Bachelor Rate	Master Rate	Delete
dult and Continuing Education and Teaching	NA	NA	NA	Completed 🖉	Delete

Upon submitting pending updates a the below system generated email will be sent to all Point-of-Contacts listed in the DoD MOU.





This system generated email is sent to the all points of contact and the Signing Authority when the MOU tuition rate updates have been accepted.

Note: The MOU Team may need to contact you regarding the fees and associated policies.

THIS IS AN AUTOMATED EMAIL. PLEASE DO NOT REPLY

Dear Educational Institution,

Institution Name: {InstitutionName}

OPE ID Number: {OpeidNumber}

Your institution's tuition rate updates have been reviewed and accepted. However, someone from the MOU Team may contact you in regards to TA Eligible programs, institution fees, and/or policies.

In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 4.f.(4)(page 42), educational institutions will provide their tuition charges for each degree program to the Services on an annual basis. Any changes in the tuition charges will be provided to and explained to all the Services, as soon as possible, but not fewer than 90 days prior to implementation. However, it is recommended that you update TA Eligible programs as changes occur.

For further assistance, contact the MOU Technical Team at voledconcerns@navy.mil or 850.452.1977.

Our Service members appreciate your interest in the DoD MOU Partnership program!

Institutions dashboard status will change to: "Pending Application Updates."

The MOU Technical team will review and accept:

- Pending return Application
- Pending Accept Rates Return for fees, expenses & Policy
- Pending Accept and Implement

Note: Once tuition rates are accepted all future updates to tuition rates must be completed 90 days prior to implementation under the "Pending Application Updates" tab.



In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 4. f. (4) (page 42)), "Educational institutions will provide their tuition charges for each degree program to the Services on an annual basis. Any changes in the tuition charges will be provided to and explained to all the Services, as soon as possible, but not fewer than 90 days prior to implementation."

A key feature of the upgrade to the automated tuition rate tool will require educational institutions to provide tuition rates on an annual basis and ensure their DoD MOU application reflects tuition related information for the upcoming academic calendar year. Additionally, this system upgrade will automate the 90-day notification process for tuition rate changes.

The system will send reminder notifications to submit your annual tuition charges at the 150, 120, and 91-day points prior to the end of the academic year. These notifications will give the institution 60 days to update their application with the pending application updates and be in compliance with the 90-day implementation requirement.

Note: All current applications must reflect the current academic calendar dates and tuition related data



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If at any time the user needs to reset password, the following actions must be taken:



Step 1: Log in to: https://www.dodmou.com and click "Forgot Password?"



Step 3: Answer the security question and click "Submit."

- Click on the link provided. Link expires in 15 days.
- If link expires, start process over again.
- Choose and confirm new password. Password must contain minimum of 15 characters with at least one lowercase, one uppercase, one numeric value and one special character (!@#\$%&).
- Pop-up message is received stating the password has been successfully changed.
- Click link to return to login page.

In accordance with government password regulations, all users are required to log into their account at least one time per 30 days to keep active. If your account becomes disabled, please contact the DoD MOU Technical Team at voledconcerns@navy.mil or 850.452.1977.



Step 2: Enter your DoD MOU User Account email address and click "Submit."

	Step 4
	Security Question Answered Successfully!
As	email message containing a link to charge your password has been sent to jdox@dodwivesity.edu Please check your email for the message and click the link enclosed to charge your password.
	Continue to Login screen

Step 4: In the pop-up message, you will be notified that an email from <u>dodmou@srca.net</u> will be sent with a link to reset your password.

850.452.1977



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Reassignment of the Signing Authority (President/CEO/Chancellor) does NOT require institutions to re-apply and sign a new DoD MOU. Without changing the DoD MOU signature page, the DoD MOU application can be updated with the new Signing Authority's information.

- Select "Institution Login," and enter your email address and password. Your dashboard will appear. Select your institutions name under "Create New Application or Select an Institution"
- Under "Manage My Application," click the drop-down menu, select "Points of Contact" and "Go." Update the Signing Authorities information and click "Save."
- If your institution's President/CEO/Chancellor cannot sign the MOU, he/she must assign a "Designated Signing Authority." Click "Title" from the drop-down menu and select "Designated Signing Authority." The designation letter is uploaded here.
- Include the Designated Signing Authority Title in the space provide.
- Click "Save" to only save your information or click "Save & Continue" to save your information and move to the next section.
- **Note**: If a new Signing Authority has been entered, that individual will receive a system generated email providing a link for them to use to create their user account. The new Signing Authority will receive future DoD MOU notifications.

IMPORTANT: If the institution chooses to terminate the current DoD MOU in order to change the signatory information log into the website <u>https://www.dodmou.com/</u> and follow the instructions to terminate on page 93 of this guide.



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Institutions can request termination of approved DoD MOU at any time:

- From your dashboard,
- Under Create New Application or Select an Institution, select your school, Click "Go"
- Under Manager My Application."
- Select "Terminate MOU"
- Enter justification/reason in termination comment box.
- Institution will receive a system generated email with termination status.
 - The institution will be removed from the Participating Institutions List.
 - Institution is no longer eligible to receive tuition assistance.
 - Institution may initiate a new DoD MOU application from their dashboard while in a terminated status.
- 30 days after the institution has requested their termination, the system will automatically move the institution into a terminated status. After 30 days has passed, the MOU will no longer be available for reactivation. If the institution elects to rejoin and participate in the DoD MOU Partnership Program, a new application must be submitted.

Welcome to your DoD MOU Dashboard! Let's get started!

	Create New Application or Select an Institution (Learn More C	
	-	Go
	Manage My Application Learn More 🕞	
	Select	Go
	Points of Contact	
	Current Tuition Requirements (View Only)	
	Pending Application Updates	Go
\longrightarrow	Terminate MOU	_



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In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 6. e. (page 46)): "Signed MOUs will expire 5 years from the effective date, unless terminated or updated prior to that date in writing by DoD or the educational institution."

Education Institutions will receive system generated notifications to review and renew their DoD MOU prior to the expiration date. Notifications at the (120, 90, 60, 30, & 0 day) will be emailed to the Signing Authority with a courtesy copy to the remaining Points-of-Contact.

Approved MOUs that are Compliant for the current academic year will be eligible for renewal. Noncompliant MOUs will need to submit updated applications via the Pending Applications Updates Tab (page 74).

Follow the below steps to renew your MOU:

Log into your MOU DASHBOARD

- Under Create New Application or Select an Institution, select your school, Click "Go"
- Under Manager My Application."
- Select "MOU Renewal" or Select the "Renew MOU" ICON located in the left column of the page.
- Click "Go"

Note current Renewal status

	Let's get started!
Mou	Create New Application or Select an Institution Leave Nove
Tutorial Status:	- Go
mpletion Date: N/A rsion: 0 Institution torial Status:	Manage My Application Clean More
mpleted	Select • Go
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Harris Carles	Pending Application Updates Go
Historical Tuition	MOU Renewal
the state of the s	Update Signing Authority
146-9	

voledconcerns@navy.mil



- The DoD MOU Signing Authority enters their contact information in the applicable cells.
- Check the "Box" certifying that you have reviewed the DoD MOU application in its entirety for accuracy.
- Select "Submit"

Dashboard	Institution	Current Tuition Requirements	Pending Application Updates	MOU Renewal	
	View DeD	MOLL View Application			
	View DoD	woo view Application			
	<u>DoD MOU S</u> signature pa	<u>iqning Authority:</u> The DoD MOU must age must EXACTLY match the informa	be signed by the President/CEO/Chanc tion that was typed in the Signing Autho	ellor only. All informa	tion on this electronic U application.
	<u>Designated</u> to sign this was typed ir	DoD MOU Signing Authority: By signin DoD MOU on their behalf. All informati n the Designated Signing Authority blo	ng this DoD MOU, you are stating that y ion on this electronic signature page mu ck on the MOU application.	ou have been design ust EXACTLY match t	ated by the institution he information that
	Note: For s MOU applic	ecurity purposes, the below informa ation.	tion must EXACTLY match the inform	nation that was type	d in the original
		SIGNING	AUTHORITY INFORM	ATION	
		First Name:			
		Last Name:			
		Title:			
		Email Address:			
		I certify that I have reviewe the current academic calen	d the DoD MOU application and all in dar.	iformation is accura	te in accordance with
					Submit

The following Renewal Notice appears





The below system generated email is sent to all points of contact when the DoD MOU Renewal application has been submitted by the Signing Authority.

The renewal application is forwarded to DoD for final review and approval.

DO NOT REPLY TO THIS SYSTEM GENERATED EMAIL

Dear Educational Institution Signing Authority,

Institution Name: {InstitutionName} OPE ID Number: {OpeidNumber}

Thank you for renewing your institution's Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU).

What's next?

- Your DoD MOU application has been forwarded to DoD for final review, approval, and signature which can take up to 10 business days.
- During the final review, someone from the MOU Technical Team may contact your institution requesting additional information. Please reply promptly to avoid delays with the process.
- · A final email will be sent once DoD has signed your renewal MOU application.

For further assistance, contact the MOU Technical Team at voledconcerns@navy.mil or 850-452-1977.

Our Service members appreciate your interest in the DoD MOU Partnership program!

This below system generated email is sent to all points of contacts when the DoD MOU Renewal application has been signed by DoD indicating the Renewal application process is complete.

Dear Educational Institution,

Institution Name: {InstitutionName} OPE ID Number: {OpeidNumber}

Your *renewal application* for participation in the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) has been signed by the DoD which completes the application process.

Your institution's active DoD MOU is available to view from the Participating Institution's list on the DoD MOU homepage (<u>https://www.dodmou.com</u>).

To access a copy of your institution's signed DoD MOU:

- login to your dashboard
- click on Resources drop-down menu
- select View/Print Application

What's next?

In accordance with Change 3, DoDI 1322.25, (July 07, 2014) (Appendix to Enclosure 3, 4. f. (4)) "Educational institutions will provide their tuition charges for each degree program to the Services on an annual basis. Any changes in the tuition charges will be provided to and explained to all the Services, as soon as possible, but not fewer than 90 days prior to implementation."

At this time, you are encouraged to submit your annual tuition rates. Tuition rate changes will be held in a "pending" status for 90 days in order to provide DoD and the Military Services with advanced notice of the change. (For example: Aug 15, 2019- Aug 14, 2020 / Fall - Summer / or other yearly calendar dates, depending on your business policy.)

For further assistance, contact the MOU Technical Team at voledconcerns@navy.mil or 850-452-1977.

Our Service members appreciate your interest in the DoD MOU Partnership program!

850.452.1977



To review your Renewed MOU

Log into your MOU DASHBOARD

 Under Create New Application or Select an Institution, select your school, Click "Go"

Your Dashboard will display your Renewal Status.

Under Resources, you can also "View/Print" the renewed DoD MOU containing the electronic signature of the Signing Authority

MOU Status: Approved Status Date: Renewal Status: Renewal Approved	Welcome to your DoD MOU D	ashboa
MOU Expiration Date: My Tutorial Status: Not Completed Completion Date: N/A	Let's get started!	
nstitution Tutorial Status: Completed Completion Date:	Create New Application or Select an Institution (Learn More	Ξ
/16/2017 /ersion: 1	Manage My Application (Learn More)	Go
 Message Center 45 Historical Tuition Rates Institution Guide 	Select	Go
nstitution:		
PE ID:	Select	- Go
A Facility Code:	Access Compliance Tutorial Version 1	
DoD MOU Compliance Tutorial	Send Compliance Tutorial Invitation Version 1 View/Print Application View/Print Compliance Tutorial Nomination Instructions View/Print DoD MOU	



MOU NON-COMPLIANT

Log into your MOU DASHBOARD

- Under Create New Application or Select an Institution, select your school, Click "Go"
- Select "MOU Renewal" or Select the "Renew MOU" ICON located in the left column of the page.
- Click "Go"
- If you receive the following Pop-Up message, it indicates your institution's MOU is noncompliant and will need to update their MOU. Submit updates via the Pending Applications Updates Tab (page 73). Once the application updates have been verified, the Signing Authority will be able log into the Dashboard to Electronically Sign and renew the institution's MOU as outlined on page 99.





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In accordance with Change 3, DoDI 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 6. e. (page 46)): "Signed MOUs will expire 5 years from the effective date, unless terminated or updated prior to that date in writing by DoD or the educational institution."

Expired status indicates an educational institution did not renew their Voluntary Education Partnership MOU with DoD prior to the five-year expiration date. While in an Expired status, the educational institution is not eligible to participate in the military tuition assistance program. Therefore, they are removed from the Participating Institutions list.

Does the institution want to reapply for a DoD MOU?

If <u>ves</u>, the educational institution will follow the guidelines and reapply as a new applicant starting on *page 17* of this guide. The institution may initiate a new DoD MOU application from the dashboard. Prior to submitting the DoD MOU application, the designated MOU point of contact is required to complete the Compliance Tutorial again and all areas of the application must be updated to reflect accurate tuition related information for the current academic calendar year to include: TA Eligible Programs, Institution Tuition Rates, Points of Contact, Institution Fees, Other Expenses, Tuition Rate Info, and Unearned TA Policy.

If <u>no</u>, the educational institution will remain in Expired Status.



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Our Service members appreciate your interest in the DoD MOU Partnership program!