How do I apply for an MOU?

DoD MOU Institution Guide
Application & Compliance Tutorial

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voledconcerns@navy.mil  
850.452.1977  
https://www.dodmou.com
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.
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 notification@dodmou.com or dodmou@srca.net 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. You may access the DoD MOU website at: https://www.dodmou.com/.
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

voledconcerns@navy.mil  850.452.1977  https://www.dodmou.com
Definitions

Additional Locations:

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 http://www.eligcert.ed.gov.

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.

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/.

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.

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 http://www.eligcert.ed.gov.

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**Definitions**

**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 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):

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

For more information on PECS, please visit: http://www.militaryonesource.mil/education-and-employment/higher-education-for-service-members?content_id=287986.

• 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.
DoD MOU Emails:

Institutions should retain all emails from notification@dodmou.com and dodmou@srca.net 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.

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 http://www.eligcert.ed.gov.

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 https://www.dodmou.com/Home/InstitutionList.
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.

Servicemembers Opportunity Colleges (SOC):

Provides educational opportunities to Servicemembers experiencing trouble completing college degrees due to their frequent moves. SOC functions in cooperation with the Department of Defense (DoD) and active and reserve components of the Military Services to expand and improve voluntary postsecondary education opportunities for Servicemembers worldwide. For more information on SOC DNS or CTE visit: gosoced.org (website under construction).

• SOC Degree Network System (DNS):

Pre-populated from SOC, DNS consists of degree-granting colleges and universities that have adopted policies outlined in the Voluntary Education Partnership Memorandum of Understanding (MOU) to help Service members and their adult family members earn college degrees. Many courses offered by SOC DNS institutions have two-way guaranteed transferability, making it easier for Service members to complete associate and bachelor’s degrees no matter where they move during their military careers.

• SOC Career Technical Education (CTE):

Pre-populated from SOC, CTE identifies credit-bearing certificate programs in career and technical education fields. The CTE resource list was developed to assist military education counselors, academic advisers, and Service members with identifying career and technical education pathways to civilian careers with positive growth potential.

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/accreditation_pg9.html.
Definitions

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

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.
Accrediting Agencies  (For the purpose of the DoD MOU, we use the Accrediting Agencies Recognized for Title IV Purposes)

Air force Portal

Colleges and Universities Use of Military Service Marks

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

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

Department of Defense Instruction 1322.25

Department of Defense Installation Access for Educational Institutions

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

Department of Veterans Affairs Approval
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

DoD Instruction 1322.25

Executive Order 13607 – Principles of Excellence

Federal Direct Student Loan Program
https://studentaid.ed.gov/sa/
voledconcerns@navy.mil  850.452.1977  https://www.dodmou.com
Financial Aid Shopping Sheet

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

Navy College Program
https://www.navycollege.navy.mil/

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

Tuition Assistance (TA) DECIDE
https://www.dodmou.com/TADECIDE/

Postsecondary Education Complaint System
Getting Started-New Application

- Select “Accept Terms” to access the DoD MOU homepage (https://dodmou.com/Login.aspx).

- If “Close” is selected, the user will be redirected outside of the DoD MOU homepage.
Once “Accept Terms” has been selected, you will be directed to the DoD MOU homepage.
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 OPE ID number.
Create User Account: Once a valid OPE ID has been entered, you will be prompted to create a user account.

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 Team at voledconcerns@navy.mil or 850.452.1977.
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Once the account has been created, your dashboard will be displayed.

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 too.

To get started with the Compliance Tutorial, continue to your dashboard then select the Tutorial Learn More button for more details.

Select “Create New Application”

- 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.
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
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)
For verification and tracking purposes, the recipient is asked to provide details:

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

After submitting the user’s name and title, the user will receive notification of a two-step verification process.
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: Friday, March 17, 2017 7:56 AM
To: user@sample.edu
Cc: copy@dodmou.com
Subject: DoD Compliance Tutorial Verification Code

***DO NOT REPLY TO THIS EMAIL***

PLEASE CONTACT THE DO D MOU TEAM AT VOLEDCONCERNS@NAVY.MIL OR 850.452.1977

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.

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voledconcerns@navy.mil  850.452.1977  https://www.dodmou.com
This page intentionally left blank
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).
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.
Creating New Application

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 [http://www.eligcert.ed.gov/](http://www.eligcert.ed.gov/) for assistance.

The SOC DNS (Servicemembers Opportunity College Degree Network System) and SOC CTE (Servicemembers Opportunity College Career and Technical Education) fields are pre-populated from a report provided by SOC. If this information is incorrect, contact the MOU Team at voledconcerns@navy.mil or 850.452.1977 for assistance.

• Fill in your institution’s main phone number and the website address (URL). The required fields will be outlined in red.

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voledconcerns@navy.mil  850.452.1977  https://www.dodmou.com
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.
The “Points of Contact” page is now accessed.

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 https://www.dodmou.com/ 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.
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. Generic email addresses will NOT be accepted (i.e. registrar@college.edu).
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. Generic email addresses will NOT be accepted (i.e. registrar@college.edu).

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: http://www.militaryonesource.mil/voluntary-education/complaint. 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. Generic email addresses will NOT be accepted (i.e. registrar@college.edu).

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 provided.

• Fill in the required fields. The email address must contain the name of the individual and the name of the institution. Generic email addresses will NOT be accepted (i.e. registrar@college.edu).

• 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.

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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 [https://www.eligcert.ed.gov](https://www.eligcert.ed.gov) for assistance.

- Click Continue to go to the next page.
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 One: 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.
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.
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 review 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.
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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 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.

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” for each program level to begin entering rates for those location(s).

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

![Tuition Rate Information-New Application](image_url)
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

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))

![Tuition Rate Information-New Application](image)

<table>
<thead>
<tr>
<th>TA Eligible Programs</th>
<th>Current Tuition Requirements</th>
<th>Pending Tuition Updates</th>
<th>Submit Customer Updates</th>
<th>Update Pending Updates</th>
</tr>
</thead>
</table>

**Associate Rates**

- Does your institution have ONLY program-specific rates for the Associate level?  
  - Yes  
  - No

- Select all applicable credit types.
  - Semester Hour  
  - Quarter Hour  
  - Contact Hour (Clock Hour)

- What are the typical number of credit hours for the Associate level?
  - Per Course/Class
  - Per Program

- Select tuition type(s) from the list below, then enter the associated hourly rate for each credit type selected.
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
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.

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) \( \times \) 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.
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:

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.

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”

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.
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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.
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?

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.
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?

2. What is your institution's schedule for the return of unearned TA funds to the government?

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 "Not Complete" 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 on pages 44-50.

• Follow the directions on pages 44-50 and enter Program-Specific Rates.
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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.

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

Dear Prospective School,

The institution’s application for participation in the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) has been submitted.

To view the submitted application, go to {System Insert Link Here} and login to your dashboard. 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 Team at voledconcerns@navy.mil or 850.452.1977. Our Service members appreciate your interest in the DoD MOU Partnership program!

voledconcerns@navy.mil  850.452.1977  https://www.dodmou.com
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,

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 Team at voledconcerns@navy.mil or 850.452.1977.

Note: All emails 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 Team requires additional information to process the application, the POC and Tuition Rate POC will receive the email below notifying them that additional information is required in order to process the application.

Dear Educational Institution,

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 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 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,

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 Team at voledconcerns@navy.mil or 850.452.1977.

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

After the MOU 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,

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 the setup of your user account, click here and reference the CIPE ID # listed at the top of this message.

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 Team at voledconcerns@navy.mil or 850.452.1977.

Our Service members appreciate your interest in the DoD MOU Partnership program!
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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.
Once a valid OPE ID number has been entered, you will be prompted to create a user account, or log in if an account has already been created. If you need assistance in creating your account, contact the DoD MOU team at (850) 452-1977.

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 “Manage My Application tab” tab:
- Select “Sign your DoD MOU here” link

The user can also view and print the application from the “Resource” tab.
Once the Signing Authority electronically sign 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.”

This system-generated email is sent to all of the points of contact and the Signing Authority when the DoD MOU application has been signed by the Signing Authority.

Dear Educational Institution Signing Authority,

Thank you for signing the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU). Your verification application has been forwarded to DoD for final review, approval, and signature.

What’s next?
DoD will conduct the final review and approval. During the final review, a MOU Team member (voledconcerns@navy.mil) may contact your institution requesting additional information. Please reply promptly to their email to avoid delays in the process.

You will receive an email stating your MOU application has been signed by the DoD completing the process.

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

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

voledconcerns@navy.mil  850.452.1977  https://www.dodmou.com
The application is forwarded to DoD for final review and approval.

All points of contact will receive the below system-generated email when the DoD MOU application has been signed by DoD and the application process is complete.

Dear Educational Institution,

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 and login to your dashboard. On your dashboard, click on the drop-down menu under “Actions Required,” 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 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.

This completes the “New Application” process.
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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.

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 94.
• Select “Manage My Application” menu and click on TA Eligible Programs to begin updating current tuition rate information. If at anytime you need to update your institution’s Details or Points of Contact Information, you may do so under this menu.

“Current Tuition Requirements” tab is now accessible.

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 One:** 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.
Current Tuition Requirements-Existing Applications

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.
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.

voledconcerns@navy.mil  
850.452.1977  
https://www.dodmou.com
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 implementation date: This date is calculated by the system once the rates are accepted.

Effective January 1, 2018, 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.

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.

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” for each program level to begin entering rates for those location(s).

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

voledconcerns@navy.mil  850.452.1977  https://www.dodmou.com
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

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)
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
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.

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) \times \text{number of years to complete program (4)} = \frac{$200,000}{\text{total number of semester hours to complete program (120)}} = \text{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 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”

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.
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.
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.
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.
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?

2. What is your institution's schedule for the return of unearned TA funds to the government?

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 "Not Complete" 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 on pages 67-68. Follow the directions on pages 67-68 and enter Program-Specific Rates.
The DoD MOU Current Tuition Rates is now ready to submit.

- Submit the rates by selecting “Submit Current Rate Updates” in the top or bottom right-hand side of the screen.

Dear Educational Institution,

Your institution's tuition rate updates have been submitted and will be reviewed/verified.

Someone from the MOU Team may contact you for additional information.

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

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

voledconcerns@navy.mil  
850.452.1977  
https://www.dodmou.com
This system-generated email is sent to the all of the 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.

Dear Educational Institution,

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, DoD 1322.25 (July 07, 2014) (Appendix to Enclosure 3, 4 1.4(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 Team at voledconcerns@navy.mil or 850.452.1977.

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Institutions dashboard status will change to: “Tuition Rate Updates Accepted.”

This completes the Current Tuition Requirement.

Note: Once tuition rates are accepted all future updates to tuition rates must be completed 90 days prior to implementation under the “Pending Tuition Rate 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 tuition rates and be in compliance with the 90-day implementation requirement.

Note: If the academic calendar dates are not being updated, use the Current Tuition Requirements tab.
From the “Manage My Application” tab: select “Pending Tuition Rate Updates” and select “Go.”

Pending Tuition Updates” tab is now accessible:

The Pending Tuition Updates tab has been pre-populated with the Current Tuition Requirements information. This tab is only used when updating information with **new academic calendar dates**.

**Note:** If the academic calendar dates are not being updated, use the Current Tuition Requirements tab.

- To update your institution’s pending tuition rates, follow instructions on pages 67-89 of this Guide. Ensure all changes are made under the **Pending Tuition Updates” tab**.

- Click “Save” to only save your information or click “Save & Continue” to save your information and move to the next section.

- Once you have followed the instructions on pages 67-89 and updated the tuition rates, fees, and your institutions policy under the **Pending Tuition Updates” tab**, submit the application.

- 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.
The DoD MOU POC and Tuition Rate POC will receive the following system generated email if the MOU Team has additional questions regarding your pending tuition rate updates.

Dear Educational Institution,

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 Team at voledconcerns@navy.mil or 850.452.1977.

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- Once the pending tuition rates have been accepted, all POC’s will receive a system generated email acknowledging receipt of updates.

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

- The institutions status will change to: “Pending Tuition Rates Accepted.”

*This now completes the Pending Tuition Rate Updates*
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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 2**

Enter your DoD MOU User Account email address and click “Submit.”

**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.
- Pop-up message is received stating the password has been successfully changed.
- Click link to return to login page.

**Step 4**

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

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. To keep your account active, login to your user account at least one time prior to the next 15 days. If your account becomes disabled, please contact the DoD MOU team at voledconcerns@navy.mil or 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.”

• 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 https://www.dodmou.com/ and follow the instructions to terminate on page 74 of this guide.
Institutions can request termination of approved DoD MOU at any time:

• From your dashboard, select hyperlink “Terminate.”

• 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.
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If you have any questions or concerns, contact us:

voledconcerns@navy.mil

or call 850.452.1977
Hours of Operation: Mon-Friday 7:00 a.m.- 3:30 p.m. (CST)

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