DOD MOU: TUITION RATE DOCUMENTATION GUIDELINES

The DoD MOU Verification Application facilitates the requirement for educational institutions to identify one single tuition rate in accordance with Change 3, DoDI 1322.25, (July 7, 2014 version), via tuition rate documentation upload. TO PREVENT DELAYS IN PROCESSING AND APPROVAL OF YOUR DOD MOU, PLEASE SUBMIT YOUR INSTITUTION’S TUITION RATE DOCUMENT IN ACCORDANCE WITH THE BELOW CRITERIA.

1. Acceptable file format: .doc, .docx, .pdf, .xls, .xlsx (do not load entire catalogs or hyperlinked information)
   Document size not to exceed 5 MB. If your document exceeds 5 MB, you should compress the document then upload.

2. Tuition rate documentation uploaded to www.dodmou.com will, at a minimum, include the following:
   a. Name of educational institution (full name or logo with name).
   b. Time period of rate applicability (i.e. summer of 2014 term or calendar date: 2013-2014). Educational institutions are highly encouraged to load tuition rates extending a year into the future in order to minimize the need for the institution to inform DoD of tuition charges at least 90 days prior to implementation.
   c. Cost of tuition for each degree program, if different. Charges for fees or books must be included separately for Service members participating in the tuition assistance (TA) program.
   d. Cost of fees; listed separate from any charges for tuition or books. Fees may include charges for room, board, distance learning, equipment, supplies, materials, exams, insurance, parking, transportation, admissions, registration, fines or other charges besides an application fee. Educational institutions that do not list any fees, or do not list the aforementioned fees in their tuition rate documentation, must also certify the statement below affirming that the institution does not include charges for said fees in tuition rate determinations. The certified statement must be signed by the DoD MOU POC or the DoD MOU Signing Authority and uploaded with the institution’s tuition rate documentation.
   e. Cost of books; listed separate from any charges for tuition or fees. Charges for books can be an estimate. Educational institutions that do not charge for books, or provide books at no cost, must certify the statement below affirming that the institution does not include charges for books in tuition rate determinations and that textbook grants or scholarships are not funded with revenue generated from TA. The certified statement must be signed by the DoD MOU POC or the DoD MOU Signing Authority and uploaded with the institution’s tuition rate documentation.
   f. Educational institutions should define any terms used throughout tuition rate documentation to clarify institution-specific terminology, acronyms, categories, etc. (Examples of institution-specific terms include STRF, SA Fee, good neighbor, E&G, designated, and graduate increment).

3. Definitions (for the purposes of TA participation):
   a. Tuition only – costs directly related to course instruction.
   b. Fees – costs 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.
   c. Books – include textbooks, ebooks, CDs/DVDs, or reference or instructional materials.

"I certify that the tuition rates uploaded to the institution’s DoD MOU application (www.dodmou.com) reflect tuition only in accordance with Change 3, DoDI 1322.25, (July 7, 2014 version). Rates do not include costs associated with room, board, distance learning, equipment, supplies, books/materials, exams, insurance, parking, transportation, admissions, registration, or fines. Further, revenue generated from military Tuition Assistance funds are not used to support textbook grants or scholarships."

________________________________  __________________________________
PRINTED NAME / TITLE SIGNATURE

________________________________  __________________________________
DATE INSTITUTION NAME

Updated with Change 3, DoDI 1322.25 JULY 07, 2014