Department of Defense
Voluntary Education Partnership Memorandum of Understanding*

Between
DoD Office of the Under Secretary of Defense for Personnel and Readiness
&
Education Institutions

(DOD MOU)

*Herein after referred to as the DoD Vol Ed Partnership MOU
DoD
Voluntary Education Programs
Voluntary Education

Vision
Life-Long Learning for Service Members and Adult Family Members

Mission
Advocate Life-Long Learning for the DoD Community by Providing Policy, Program Guidance, and Resource Oversight

Educational Programs
High School Completion /Diploma; Military Tuition Assistance (TA); Postsecondary Degree Programs; Independent Study and Distance Learning Programs; College Credit Examination Program; Academic Skills Program; and Certification and Licensure Programs

Authorization
Sections 2005 and 2007 of Title 10, United States Code

Education Sites World Wide: ~350 to include Iraq and Afghanistan

In FY10
• 526,384 Individuals Participated in Vol Ed Programs
• 322,964 Troops Enrolled in Postsecondary Courses
• 43,510 Troops Degrees from College
• 1,783 Certification / Licensures Awarded
Education Counseling

Financial Assistance
DoD TA
VA MGIB
DoE Loans & Grants

Instruction

OR

Education Center

OR

Call Center

Testing

Learning Centers
Computer Labs
Resource Libraries
Classrooms
Language Labs

Postsecondary Institutions
Distance Learning and Traditional Classroom
DoD
Joint Uniform Tuition Assistance Program
DoD
Joint Uniform Tuition Assistance*

- DoD Tuition Assistance (TA) Program helps defray cost of education to eligible Service members who elect to pursue off-duty Voluntary Education

- TA Program is standardized across Services

- Provides tuition and fee assistance for voluntary off-duty college courses and degree programs

*Authorization: Authorized in Chapters 2005 and 2007 of Title 10, United States Code
DoD policy guidance is DoDI 1322.25, Subject: Voluntary Education Programs, dated 15 March 2011
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<th>DoD</th>
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<td><strong>Joint Uniform Tuition Assistance</strong></td>
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<td><strong>May Pay</strong></td>
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- Tuition costs up to $4,500 per fiscal year, $250 per semester hour (SH) and $166.67 per quarter hour (QH)
- For completion of high school diploma, associate’s, bachelor’s, master’s, and doctorate degrees
- For courses leading to technical/vocational/professional certificate/licenses
- For courses which are part of a degree plan
- For courses which may be used to build academic foreign language skills when not part of a degree plan
- For courses taken from a postsecondary institution accredited by accrediting body recognized by Dept of Ed
- For prerequisite courses for academic skill development or prep for degree program
- For mandatory and reimbursable fees, i.e. lab, tech, etc.
DoD
Voluntary Education Partnership
Memorandum of Understanding
Between
DoD Office of the Under Secretary of Defense for Personnel and Readiness and Educational Institutions
DOD MOU Policy

Department of Defense Instruction (DoDI), 1322.25, dated 15 March 2011:

• All institutions participating in the military Tuition Assistance program must have an MOU with DoD.

• Policy applies to all institutions enrolling Title X active duty military members using DoD military tuition assistance dollars to assist in the payment of their education.

• To receive TA funding, institution’s home campus must be a signatory of a DoD Voluntary Education Partnership MOU. (One DoD Voluntary Education Partnership MOU with the home campus will cover any program offered by the institution, regardless of location as long as the course offerings are covered by the institution’s accreditation.)

• Institutions with an MOU with DoD will be posted on the DoD Web site on the Institution Participation List.

• Only institutions with a signed and posted MOU are eligible to participate in the DoD military tuition assistance program. Eligible institutions will be listed on the MOU Web page.
Purpose of the MOU

• Ensures all educational providers understand and agree to abide by DoD policies prior to enrolling Service member into their institution.

• Articulates the commitment and agreement educational institutions provide to DoD by accepting funds via the Services’ Tuition Assistance (TA) programs in exchange for educational services.

• Permits institutions with signed MOUs to participate in the TA program.
Policy Implementation and Timelines

During calendar year 2011

• MOU Posted on DoD VolEd web page:  [http://apps.mhf.dod.mil/voled](http://apps.mhf.dod.mil/voled) and [www.dodmou.com](http://www.dodmou.com)

• Institutions request to participate

• Institutions and DoD sign MOUs

• Institution Participation List - listing all institutions with signed MOUs posted to the MOU Web page.

1 January 2012

• Policy effective

• After 1 January 2012, institutions without a signed MOU will **NOT** be eligible to receive DoD TA funds.
## Key MOU Points Institutions Must Agree To

- ✔ Support the regulatory guidance provided by DoD and the Services
- ✔ Adhere to and execute Servicemembers Opportunity College (SOC) Principles and criteria
- ✔ Participate in the military Voluntary Education Review Process (MVER)
- ✔ Provide the same tuition cost for all Service members enrolled in the same course, regardless of the Service component, per OPEID number.
- ✔ Recognize, accept, and award credit where appropriate, from the Army/American Council on Education Registry Transcript System, the Sailor/Marine American Council on Education Registry Transcript System, the Community College of the Air Force (CCAF), as the official sources of military training and experience documentation with corresponding college credit recommendations, when processing the individual’s documented education plan.
- ✔ Provide course enrollment, course withdrawal, course cancellation, course completion or failure, grade, verification of degree completion to the Service issuing tuition assistance based on the appropriate Service Addendum.
- ✔ Provide an evaluated educational plan to the Service member and his or her Service.
- ✔ Use the billing process as outlined in the Services’ regulation and instructions and respective Service Addendums.
The MOU Does NOT

- Obligate any funds
- Guarantee enrollments by DoD personnel, their eligible adult family members, DoD civilian employees, and retirees in an educational institution’s academic programs
- Grant access onto a military installation to market the institution, counsel students or provide instruction
- Take the place of an installation MOU
- Grant access to United States (US) military installations outside of the continental US
Who must sign an MOU?

After 1 January 2012, all institutions seeking to participate in the DoD Tuition Assistance program as stated in the DoDI 1322.25, including:

- Institutions enrolling Service members using DoD military TA dollars as authorized by section 2007 of title 10, United States Code, to assist in the payment of their education.

- Institutions delivering courses through various modalities. These include, but are not limited to, classroom instruction, distance education (i.e., Web-based, CD-ROM, or multimedia) and correspondence courses; and

- Institutions operating on and off military installations.
Signature Authority

INSTITUTION’S
Authorized signatory for institution is the President of the institution or designee that has authority to enter into agreement for institution. One signed DoD Voluntary Education Partnership MOU with the institution’s home campus will cover any program offered by the institution, regardless of location as long as the course offerings are covered by the institution’s accreditation.

DEPARTMENT OF DEFENSE’S
 Authorized signatory for DoD will be designated by USD(P&R)
Term of MOU

• **FIVE YEARS** MOU will expire five (5) years from effective date, unless terminated or updated prior to that date in writing by DoD or institution.

• **IMPLEMENTATION YEAR** Institutions who sign before January 2012, implementation date will be January 2012. After January 2012, MOU will be effective on date of latest signature from OUSD.

• **NOTE** DoD will consider waivers for institutions with legislative restrictions regarding signing of five (5) year term MOUs.
**OPEID* Number**

(Provide the same tuition cost for all Service members enrolled in the same course, regardless of the Service component, per OPEID number. )

<table>
<thead>
<tr>
<th>Institution’s OPEID number is required for application to be reviewed</th>
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<tr>
<td><strong>To locate a schools OPEID number:</strong> <a href="http://www.nces.ed.gov/collegenavigator">www.nces.ed.gov/collegenavigator</a>.</td>
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<tr>
<td><strong>If an institution does not have an OPEID number may apply for one on the Department of Education web site at <a href="http://www.eligcert.ed.gov">www.eligcert.ed.gov</a> to</strong></td>
</tr>
<tr>
<td><strong>If an institution is eligible to participate in the DoD TA Program, but does not participate in Title IV funding they can request to be assigned an alternate number by going online at <a href="http://www.dodmou.com">www.dodmou.com</a></strong></td>
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*Office of Post-secondary Education ID number*
Steps to Signing the MOU Agreement
Institution requests eligibility verification

DOD validates eligibility & sends notification to institution

Institution signs MOU

Institution submits signed MOU

DOD signs MOU

Institution receives signed MOU back

Institution is listed on master list

Steps to Signing the MOU
Institution Verification

b. Select Verification Application button. (Must have OPEID number prior to beginning process.)

**APPLICATION FOR DOD MOU**

The revision to the DoD Instruction 1322.25, Voluntary Education Programs, includes an appendix containing the uniform DoD Voluntary Education Partnership MOU between DoD (OUSD, Personnel & Readiness) and Educational institutions. The new instruction states all institutions providing high school completion and post secondary education programs through the DoD Tuition Assistance (TA) Program must agree to the new DoD MOU and have a signed copy on-file with DoD prior to Service members receiving TA approval to attend their institution.

GET STARTED. Listed below are three steps to assist you with the MOU process.

1. View Sample MOU
2. Application Checklist
3. Verification Application
List of Institutions Participating in the Voluntary Education Partnership Memorandum of Understanding

Once all signatures are obtained, the institution will be added to the list of all institutions eligible to participate in the DoD military tuition assistance program.
Institutions, education counselors or students can enter a concern on the MOU Web page via the FEEDBACK button.
DoD VolEd Partnership MOU

More information available at:

• MOU Application site www.dodmou.com

Specific questions may be directed to:

• VOLEDCONCERNS@navy.mil
QUESTIONS ?
BACKUP SLIDES
Frequently Asked Questions (FAQs)
1. MOU Application and Renewal Process

a. Must a college or university be a member of SOC in order to sign the DoD Memorandum of Understanding?

No, a college or university does not have to be a member of SOC to sign the MOU. However, they must agree to adhere to and execute Servicemembers Opportunity College Principles and criteria.

b. If a college or university has multiple campuses how many MOUs will they be required to sign?

If an institution has multiple campuses/sites, the parent or main campus may sign for all campuses. The parent company (signatory) will be accountable for all campuses listed in the application.

c. Will the MOU apply to satellite institutions located overseas?

Yes, for an institution to receive TA, the institution’s home campus must be a signatory of a DoD Voluntary Education Partnership MOU and the MOU must be posted on the DoD website. (One DoD Voluntary Education Partnership MOU with the institution’s home campus will cover any program offered by the institution, regardless of location.)*
FAQs

1. MOU Application and Renewal Process continued...

d. How can a college or university register or raise a concern about the DoD MOU?

A concern can be submitted on the MOU Web page via the Feedback button or the VOLED web site via the “Register Voluntary Education Concerns button.”

e. What happens if a college or university does not renew the MOU by the expiration date?

If a college or university does not renew MOU by expiration date, they will no longer be eligible to receive government tuition assistance funds authorized under Title X. Institution will be removed from DoD Institution Participation List and notification will be sent to the Services if MOU is not renewed.
2. Third Party Review Process

a. Are colleges or universities that offer only online courses required to participate in a military voluntary education review process? Yes. All colleges and universities that sign the DoD Voluntary Education Participation MOU are agreeing to third party review/assessment of their education programs delivered to Service members.

b. What must a college or university do to prepare for a military voluntary education review process? The assessment process will come from the successful bidder of the Assessment Contract. Details will be provided to all participating schools and universities upon award of the Military Voluntary Education Assessment contract. The solicitation requests bidders to submit a process of assessment; therefore, until there is an award of the assessment contract, the preparation process for a college, university, or an education center can’t be provided.
3. Tuition
a. Can a college or university charge a different tuition for a distance learning course? Yes, a college or university can charge a different tuition rate based on the delivery methodology, provided this rate is the same for all students taking this online course.
b. Can a college or university charge a different tuition to military students than the tuition rate for on campus courses? Tuition charged to a Service member will in no case exceed the rate charged to nonmilitary students, unless agreed upon in writing by both the institution and the Service. Educational institutions will have one single tuition rate for all Service members enrolled in the same course, regardless of Service component, within a specific OPEID. The OPEID is assigned by the Dept. of Ed to institutions approved to participate in Federal student financial aid programs. This single tuition rate includes active duty Service members, members of the Reserve Components (RCs), and the National Guard.

4. Other
a. What if an institution loses their password? To retrieve a lost password, the representative or signing authority should go to the DoD MOU Home page, click on Institution Login, click on the link “Forgot Password?” They must enter their e-mail, and their password will be sent to them.
b. What if the institution representative loses the institution-specific link to their signed MOU? If the representative or signing authority loses their link, they can follow the procedure to obtain a new password. Once they have a new password, they will be able to access the signed MOU.
References

• DoD Instruction 1322.25 Voluntary Education Programs
• DoD Voluntary Education Partnership Memorandum of Understanding
• For detailed information about each individual Service, go to their education web site at:
  
  Navy: https://www.navycollege.navy.mil/
  Army: https://www.hrc.army.mil/site/education/index.html#
  Marines: http://www.usmc-mccs.org/education/?sid=ml
  Air Force: https://www.my.af.mil/faf/FAF/fafHome.jsp