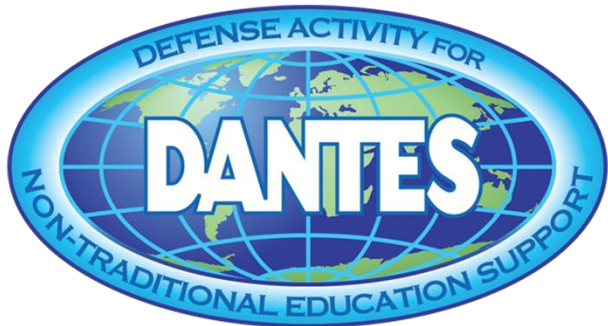




DoD VoEd PROGRAMS



DoD VoEd MOU Institution Guide

8/14/2025

Version 1.0

Table of Contents

Purpose and General Information	2
Guide Purpose	2
Important Email Addresses	2
Other Resources	2
DoD MOU User Roles and Responsibilities	2
Primary Point of Contact	3
Tuition Rates Point of Contact	3
Compliance Point of Contact	3
Signing Authority Point of Contact	3
Getting Started	3
Navigate to the site and start user account creation	4
Partnership Training	7
Completing the DoD MOU Application	7
Navigate to Application Data	8
Institution Details	9
Manage Websites	11
Points of Contact	11
TA Eligible Programs	12
Rates Customization	15
Standard Rates	16
Program Specific Rates	19
Institution Fees	21
Other Expenses	22
Unearned TA Policy	23
Submit	24
Post-Submission Feedback Resolution	24
Ready to Sign	25
Appendix	27
Definitions	27
Other Resource Links	31

Purpose and General Information

The Department of Defense (DoD) policy requires Educational Institutions (EIs) that wish to participate in the DoD Tuition Assistance (TA) program to sign the Voluntary Education (VolEd) Partnership Memorandum of Understanding (MOU) outlining the agreement before receiving funds from a Service's TA program. As part of the President's Executive Order for Principles of Excellence, the DoD has established improved oversight of the educational programs offered through the DoD TA Program.

All participating EIs offering programs to Service members and their families are required to:

- Provide students with meaningful information about the financial costs of attendance, facilitating their ability to make informed decisions regarding where to attend.
- Not use any unfair, deceptive, or abusive recruiting practices.
- Provide academic and student support services.

Guide Purpose

This guide will provide instructions for completing the DoD MOU application. It is the EI's responsibility to ensure the information provided is accurate and meets requirements. This application requires detailed information on the programs eligible for TA, tuition rates, fees, other costs such as books, and tuition policies.

The time required to complete the application will vary depending on the number of TA-eligible programs and the variation in tuition rates and fees applicable. It is recommended that the application be saved periodically to prevent losing information due to inactivity.

Important Email Addresses

The system will generate automated emails for purposes such as authentication and notifications. Ensure that your IT Department whitelists emails coming from: dhra.appiancloud.us

Specific addresses that should be cleared through SPAM filters: dhra.appiancloud.us

Other Resources

Definitions of technical terms and links to other websites that may be relevant to your application can be found in the appendix of this document.

DoD MOU User Roles and Responsibilities

There are four types of points of contact (POC) EIs, these individuals are expected to document and maintain current rates and information in the DoD MOU system. These roles have distinct responsibilities in the system: Primary POC, Tuition Rates POC, Compliance POC, and the Signing Authority.

Each role must have a specific email address associated with their user profile; generic email addresses such as registar@schoolname.edu will not be accepted.

Important Note: ALL user accounts must be logged into every **60 days** to remain active. If your account is deactivated, go to Contact Us on the home page and submit a request for reactivation using the Contact form with a message directed at the Technical team.

Primary Point of Contact

The Primary POC is the main point of contact also referred to as the Main POC or DoD MOU POC. This individual is responsible for updates to the application, responding to or directing questions related to the MOU, and the submission of the application, updates, and renewal. This individual will also be required to complete all DoD MOU Partnership Training modules before interacting with the system further.

The Primary POC may also serve as the Tuition Rates POC, but not the Compliance POC or Signing Authority.

Tuition Rates Point of Contact

The Tuition Rates POC is responsible for entering and/or updating information related to the TA Eligible programs, tuition rates, fees, and associated tuition policies. This individual should complete the general user modules and the Tuition Rates modules of the DoD MOU Partnership Training.

The Tuition Rates POC may be the same person as the Primary POC, but not the Compliance POC or Signing Authority.

Compliance Point of Contact

The Compliance POC is designated to work with DoD representatives when complaints are submitted via the Postsecondary Education Complaint System (PECS) and as the primary POC for the Institutional Compliance Program (ICP). PECS complaints are related to the EI's compliance with the Principles of Excellence expected of participants in the VoEd TA program. More information on PECS can be found on the [Military One Source site](#). This individual should complete the general user module and the PECS Responsibilities module of the DoD MOU Partnership Training.

The Compliance POC must be a different representative than any other individual from the EI.

Signing Authority Point of Contact

The signing authority is authorized to sign the DoD MOU on behalf of the EI. The signing authority is exclusive to the institution's President, CEO, or Chancellor. The email address associated with the signing authority must reflect their name, entering a generic email address such as: president@schoolname.edu. is NOT acceptable.

The signing authority will receive all correspondence related to the EI. The President/CEO/Chancellor may delegate to someone to act on their behalf for all DoD MOU matters, but they must do so in writing via an official correspondence. The designation letter must be on official institution letterhead, signed by the President/CEO/Chancellor, and include the Signing Authority's full name, title, telephone number, and email address as well as the EI's OPE ID number.

The signing authority must be a different representative than any other individual from the EI.

Getting Started

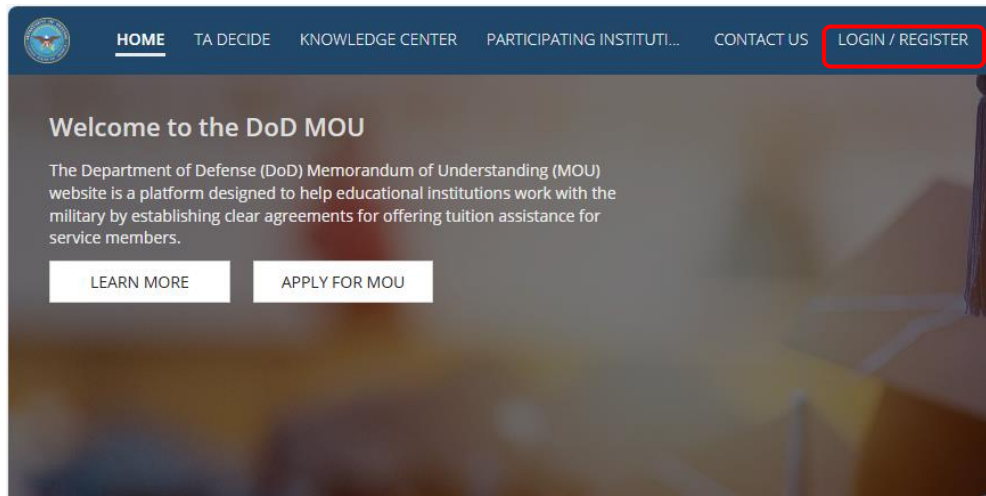
Important System Changes to be Aware of:

- The first account created for an Educational Institution will be auto-associated as the Primary Point of Contact in the Institution dashboard.

- If the first account created is NOT for the Primary POC, this can be edited on the Points of Contact page (instructions included in this document).
- Due to DoD security requirements, **accounts must be logged into every 60 days** to remain active. The system will generate a reminder email notification to log in at 20 days, 10 days, 5 days, 3 days, and 1 day before the deactivation threshold.
 - If an account is deactivated, it can be reactivated by going to Contact Us from the home screen and submitting a request using the Contact form directed to the technical team.

Navigate to the site and start user account creation

1. Navigate to the [Home - DOD MOU Application](#) and click the LOGIN/REGISTER tab in the header.



2. On the LOGIN/REGISTER page, enter your Institution's OPE ID in the text box and click Lookup. Note that all MOUs are signed with the primary Institution campus – auxiliary campuses cannot have separate MOUs.

[Click Here to Log In](#)

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

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

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

* OPE ID

3. After clicking Lookup, if the OPE ID is valid, it will generate the associated institution and allow account creation.
 - a. In the Points of Contact field use the dropdown to indicate what role you fill for the Institution.
 - b. Enter First and Last Name and your institutional email address. This **MUST** be a direct email address associated with the designated user. Generic, bulk, and central email addresses such as registrar@school.edu are **NOT** acceptable for user accounts. Click Create Account.

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

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

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

*OPE ID

Please fill out the fields below to establish your credentials and begin your application journey.

Point of Contact Type

--Select POC Type--

--Select POC Type--

Primary POC

Compliance POC

Tuition Rate POC

Signing Authority

First Name *

Last Name *

Email Address *

Confirm Email Address *

Note: Email address is case sensitive and will need to be entered in the same format for all future logins. All lowercase is recommended.

Example: first.last@school.edu vs First.Last@School.edu

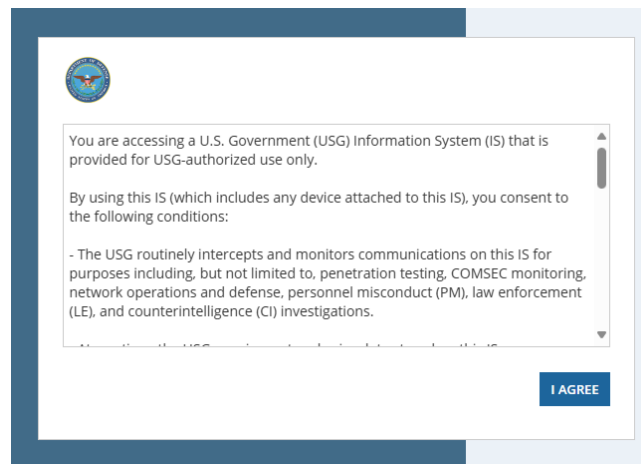
4. A message will appear confirming that the account creation succeeded. Your account creation will generate an email to the entered address to confirm.

[Click Here to Log In](#)

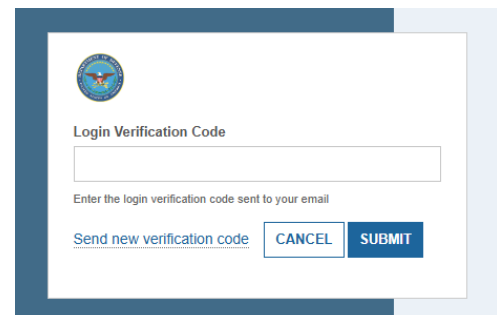
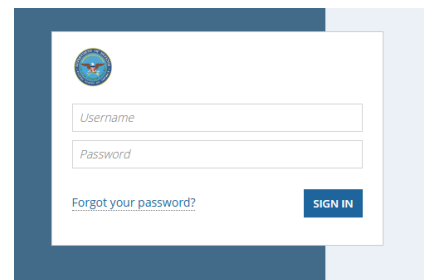
Your account creation was successful.

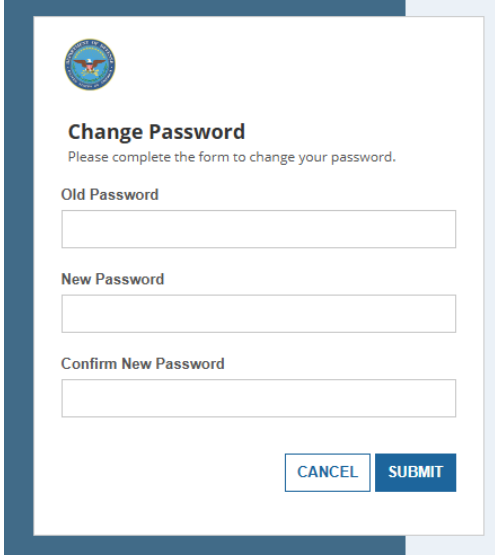
You should get an email explaining the next steps. If you don't receive one in an adequate amount of time you may click the login link at the top of the page and attempt to reset your password.

5. A confirmation email will appear in your inbox confirming your username (email address) and providing a Temporary Password to use to log in for the first time.
6. The account creation email will give you your username (email address) and a temporary password. Use the included link to validate your account.
7. The link will take you back to the site and have you review/agree to a security message – click I Agree.



8. Enter your username (email address) and the temporary password. Click Sign In.
9. Another email will be generated with a verification code. Enter the Login Verification code and click Submit.
10. A window will appear prompting you to set your password. Enter the Temporary Password in the Old Password field and enter your New Password. Click Submit.





The image shows a 'Change Password' form within a blue-bordered box. At the top left is a circular seal. The title 'Change Password' is in bold, followed by the instruction 'Please complete the form to change your password.' Below this are three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom right are two buttons: 'CANCEL' and 'SUBMIT'.

11. You will now be directed to your Institution Dashboard. This dashboard will be your landing page and track high-level information about your Institution and application status.

Partnership Training (forthcoming – December 2025)

Partnership training replaces the legacy application's Compliance Tutorial process and will be made available in a subsequent release. Additional guidance will be provided when this aspect is released.

The DoD MOU Partnership Training is designed to orient EI POCs to the EI responsibilities, criteria for eligibility, and types of data required. The Primary POC must complete all modules before engaging further with the system. The Tuition Rates and Compliance POCs are also expected to complete assigned modules, but will not be blocked from system interaction.

Completing the DoD MOU Application

This section will cover the interaction with the application and the sections of the application. These steps are relevant to the process of starting and completing a new application, doing an annual update, and submitting a renewal. Special notes are included where there is variation based on those processes.

Application Scenarios

There are multiple situations in which the Institution may need you to enter data into the system. The Institution Dashboard will have color coded tags indicating where your application is within the DoD MOU application process, displaying the current status, and if action is needed from the Institution.

- Red indicates action needed; text will convey the required action.
- Orange indicates the process is a New Application.
- Yellow indicates Annual Update
- Green indicates Renewal Light
- Salmon Orange Indicates an Ad Hoc update process



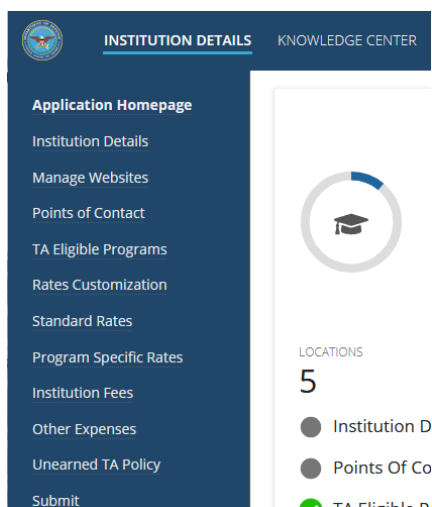
1. **Initial Application** – this is a brand-new application, a new submission (no past/historic data) entering the system.
2. **Annual Update** – this is an existing application requiring an annual update. Applications must be updated at least annually to report changes to dates, programs, tuition rates, other fees, and policy, etc. It is important to ensure that updates to tuition rates must be completed 90 days prior to implementation.
3. **Renewal** – this is an application that is pending renewal. The standard MOU is for five-years but may be shorter with a waiver – Institutions that are compliant with valid annual updates will be eligible for renewal. 180 days prior to the application expiration, will prompt a notification email to renew.
4. **Feedback Submitted to School** – this is an application that has been returned to the institution with feedback requesting additional information and requiring EI POC action.
5. **Expired** – this is an application that has failed to submit their application for renewal before the five-year expiration date. If this occurs, the institution can reapply as a new institution.

Navigate to Application Data

1. To begin a new application, access the existing MOU for annual updates, or to start a renewal (Renewals available in subsequent release) click **Apply for MOU** on the Institution Dashboard. The button display will change to read “Open MOU Application,” Click Open MOU Application to navigate to the Application data.



2. In this view you can track the progress of the application – grey bubbles indicate incomplete sections and will turn green when completed. The sidebar on the left of the screen can be used to navigate to different sections of the application.



- Click Institution Details in the sidebar to navigate to the page.

Institution Details

The Institution Details page should reflect your Institution's name and status, academic year, the duration of the MOU (default of five-years), and information pulled from the Department of Education regarding accreditation and address.

- Enter your Academic Year Start and End Dates either by typing them in the field in MM/DD/YYYY format or using the calendar icon to select the date.

Academic Year

Select the official academic calendar date range from your institution's current tuition rates

Academic Year Start

08/16/2025
📅

←
August
2025
→

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

TODAY
CLEAR

Academic Year End

08/15/2026
📅

- Select the length of duration for the MOU – the standard length is five-years. If a shorter duration is selected, an additional field will appear requiring a Durations Waiver document to be uploaded. Use the provided template with your Institution's letterhead and required information to proceed.

Note: You can click Save and return later with the document without losing the information that has already been entered.

Duration Years *

--- Select a Year ---

--- Select a Year ---

1

2

3

4

5

Duration Years *

1

Durations Waiver ? *

UPLOAD  Drop file here

[Download Durations Waiver Template](#)

- Review the populated Institution Details such as Institution Type, Source of Accreditation, Web Page, and address. This data is pulled from the Department of Education. If the address captured from the Department of Education is not the best mailing address, please click the box next to “Add Separate Mailing Address” and add/update the address information.

Please ensure to provide accurate information. If needed, add a separate mailing address to receive official MOU correspondence

☐ Add Separate Mailing Address

RETURN TO
DASHBOARD

- Once all information is complete, click Save.

Manage Websites

Managing websites allows you to reference specifics pages of your website that show required information for faster and easier verification of your application. Other application pages will allow you to add websites that will also be listed on Manage Websites.

- In the sidebar, click Manage Websites.
- If there are existing websites, review and verify that they remain live and accurate for the listed purposes.
- To add a new website, click +ADD WEBSITE. This will open a popup box to add information.

Add sites associated with your institution's rates, fees and policies.

+ ADD WEBSITE

Name	Link Type	URL
No items available		

Add or Update Website

Link Type *

--- Select a Value ---

Url *

0/255

CANCEL **SAVE**

11. Use the dropdown menu in the Link Type field to categorize your link.

Link Type *

--- Select a Value ---

--- Select a Value ---

Institution Fees

Program Specific Rate

Program Group Specific Rate

Standard Rate

Rate Customization

Other Expenses

12. Paste the corresponding website link into the URL field.

13. Name the website record in the Link Name field and click Save.

Add or Update Website ✕

Url *

0/255

Link Name

0/255

This is an optional value that gives the link a name that can help determine why it was added later.

CANCEL SAVE

14. Continue to add websites using the Add Website button.

15. To edit or delete a site use the corresponding button under Actions.

Actions



Points of Contact

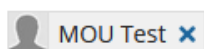
The Points of Contact page allows you to enter and update users and their roles from your Institution.

Note: A user must be registered in the system to be added as a POC or Signing Authority. Name and other information will be pulled from their user profile.

16. Click Points of Contact in the sidebar.

17. To replace an existing POC (e.g., a new representative is taking over a role), click the blue x next to their profile name. This will empty the field to enter a new user.

Tuition Rates POC



First Name

MOU

Last Name

Test



Tuition Rates POC

First Name

Last Name

18. To pull up the designated POC, type their name in the empty field to populate user profile options.

Tuition Rates POC

Search field: mou

-  **Vanessa Adelmann**
moutestva4@gmail.com
-  **Mary Jane**
mousampleedu@yahoo.com
-  **Lois Lane**
mousampleedu2@yahoo.com
-  **Education Test**
mouedutest1@gmail.com
-  **MOU Test**
moutest44@gmail.com

19. Select the designated POC for the Primary POC, Tuition Rates POC, and Compliance POC categories.
- If the Primary POC is also serving as the Tuition Rates POC, use the checkbox to Duplicate Primary POC as Tuition Rates POC.

Primary & Tuition Rates Points of Contact

☐ Duplicate Primary POC as Tuition Rates POC

20. For the Signing Authority, follow the same steps to designate the user.
- In the Signing Authority Website field paste in an official website link for your institution that affirms the Signing Authority's affiliation.
 - If the Signing Authority will be someone other than the President/CEO/Chancellor of the institution, use the available template to create a version on your letterhead that designates an alternative.

Signing Authority Website ?

0/255

[Download Template](#)

Document Is not uploaded

Upload Document

UPLOAD  Drop file here

21. Click Save before navigating to another page.

TA Eligible Programs

The TA Eligible Programs page allows you to enter the programs offered by your institution that are eligible for Title IV funds, as determined by the Department of Education (ED).

Note: Programs will now be added to groups based on CIP grouping for improved navigation and organization. Program names will also be editable.

22. Click TA Eligible Programs in the sidebar to display the page. Click Add Program Group to open a window that will guide you through the process. Program Groups align to CIP 2-digit groupings.

The DoD have organized your programs by groups. Use the drop-downs in each group section to bulk-enter program levels, modalities, and credit types for specific programs in that group. Add all eligible individual programs to each program group by selecting the Add action.

+ ADD PROGRAM GROUP

23. In the Add Program Group pop up window click the Program Group dropdown bar to see a list of options and a Search field. Scroll and select a grouping or type in the Search field to pull up a specific Program group.

Program Group*

--- Select a Value ---

--- Select a Value ---

- NATURAL RESOURCES AND CONSERVATION
- ARCHITECTURE AND RELATED SERVICES
- AREA
- COMMUNICATIONS TECHNOLOGIES/TECHNICIANS AND SUPPORT SERVICES
- COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES
- CULINARY
- ENGINEERING
- ENGINEERING/ENGINEERING-RELATED TECHNOLOGIES/TECHNICIANS
- FOREIGN LANGUAGES
- FAMILY AND CONSUMER SCIENCES/HUMAN SCIENCES
- RESERVED

Program Group*

--- Select a Value ---

BUSINESS

Degree Levels*

24. Use the Degree Levels dropdown menu to indicate what levels of degree are applicable in the selected program grouping. More than one level can be selected.

Program Group *

BUSINESS

CIP Code

52

Degree Levels *

✓ Certificate

✓ Associate

✓ Bachelors

✓ Masters

25. Click Add at the bottom right of the window to add the Program Group information. This will bring you back to the TA Eligible Programs page. Note that the Program has been added to the list under Program Group. The number of Programs will list 0 until you add the related Programs under the Program Group. To add Programs, click the + button in the row for that specific Program Group.

Program Group	Number of Programs	Actions 
AGRICULTURAL/ANIMAL/PLANT/VETERINARY SCIENCE AND RELATED FIELDS	2	 
COMMUNICATION	2	 
EDUCATION	0	 
BUSINESS	0	 

26. The Add Program pop-up window will guide you through the required fields to add a program. Use the Program dropdown to select the affiliated program. To filter to a specific program, use the Search field.

Program *

--- Select a Value ---

 Search

--- Select a Value ---

Accounting

Accounting and Business/Management

Accounting and Finance

Accounting and Related Services, Other

Accounting Technology/Technician and Bookkeeping

Actuarial Science

Administrative Assistant and Secretarial Science, General

Apparel and Accessories Marketing Operations

Auctioneering

Auditing

27. Select the Credit Hour Type using the dropdown field.

Program *

Accounting and Business/Management

Credit Hour Type *

--- Select a Value ---

--- Select a Value ---

Semester Hour

Quarter Hour

Clock Hour

28. Select one or more Modalities through which the Program is offered. Modality definitions are as follows:

- On Campus: may also be referred to as “in state” – the entire program is comprised of on campus courses.
- Online: may also be referred to as “distance learning” – the entire program can be accomplished online and does not require any in person courses.
- Hybrid: any mixture of On Campus and Online courses is required to complete the program.

CIP Code

52.0305

Modalities *

✓ On Campus

✓ Online

✓ Hybrid

29. Once the required fields are populated, click Add in the bottom right corner of the window.

30. The Program Group list should reflect a new count in the Number of Programs. To Add additional programs or Edit information in an already added program use the appropriate button under Actions.

Program Group	Number of Programs	Actions 
AGRICULTURAL/ANIMAL/PLANT/VETERINARY SCIENCE AND RELATED FIELDS	2	 
COMMUNICATION	2	 
EDUCATION	0	 
BUSINESS	1	 

31. Go through this process until all Program Groups and Programs are entered. You can leave this page and return as needed. Once all information is added, click Certify & Continue at the bottom right of the page to certify that the programs entered are eligible for TA and meet policy requirements.

Rates Customization

The Rates Customization page asks questions to determine what kind of rate information is required to be entered.

32. Review and answer the questions regarding program-specific or flat rates.

Answer the questions below to customize the tuition rates.

How many program-specific rates does the institution offer? *

- ☐ None
- ☐ Some
- ☐ All

Does your institution record flat institution rates?

- ☐ Yes
- ☒ No

33. Click Save to keep the entered information. Click Certify & Continue to certify that the information is complete and meets policy requirements.

Standard Rates

If your institution has only standard rates or a mix of standard and program-specific rates, you will need to complete the Standard Rates page. To enter rates, you will need to create *at least one* Location Group with which to associate the rates. Institutions with only a single location should create one Location Group to associate rates with. If you have more than one campus and/or location with varying rates, create multiple Location Groups – the group names may be customized to meaningful names for the Institution. You must also add related websites on this page as source referencing documentation.

To enter standard tuition rates for your institution, start by creating location groups to group locations having rates in common. Use **Manage Websites** to add the sites on which the rates are published

+ ADD WEBSITE

Name	Url	Actions
The websites displayed on this page are determined by the link type chosen when adding websites using the button above this grid.		

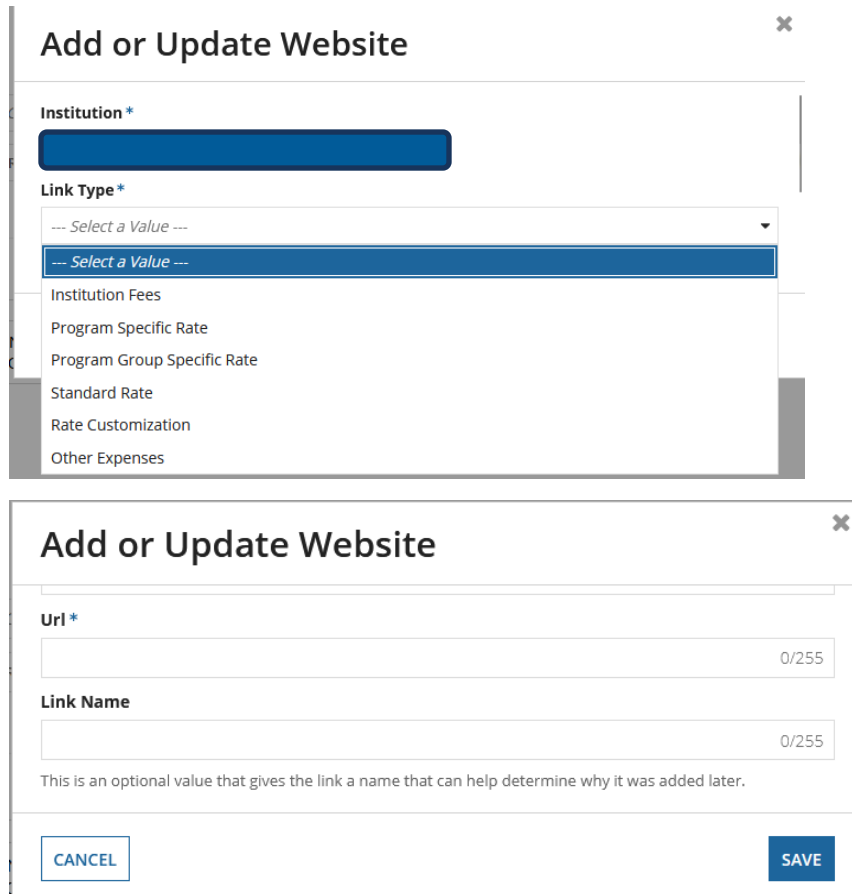
SEARCH

▼
↺

+ ADD LOCATION GROUP
✎ EDIT LOCATION GROUPS

Name	Campus	Actions
Main	1	✎

34. Use Add Website to document institution webpages that support the information being added for verification by the DANTES team and as resources for Service members via the TA DECIDE comparison tool. Associate the Link Type with the dropdown menu, then paste the URL and add a Link Name for labeling. Click Save when complete.



Add or Update Website ✕

Institution *

Link Type *

--- Select a Value ---

--- Select a Value ---

Institution Fees

Program Specific Rate

Program Group Specific Rate

Standard Rate

Rate Customization

Other Expenses

Url *

0/255

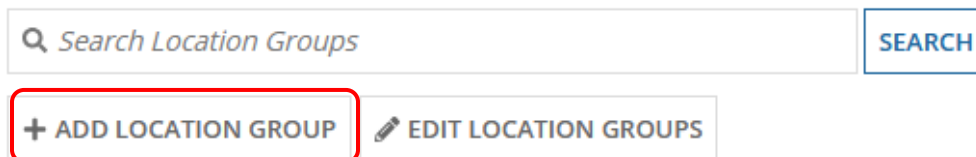
Link Name

0/255

This is an optional value that gives the link a name that can help determine why it was added later.

CANCEL **SAVE**

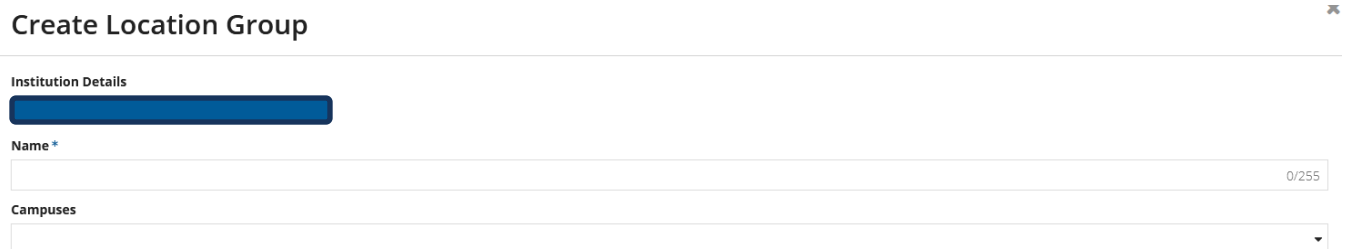
35. At least one location group must be created to add Standard Rates. Click Add Location Group.



Search Location Groups **SEARCH**

+ ADD LOCATION GROUP **EDIT LOCATION GROUPS**

36. In the Create Location Group popup window, enter a Name for the Location Group, then use the Campuses dropdown menu to select the campuses that should be included in the Location Group. More than one campus may be selected.



Create Location Group ✕

Institution Details

Name *

0/255

Campuses

37. Once the fields are populated, click Save in the bottom right corner of the window.

38. The list on the Standard Rates page will show the added Location Groups.

39. Now add the rate information to the Location Group. Click on the Pen Icon to edit under Actions for the Location Group.

Name	Campus	Actions
Main	1	

40. In the popup window for the Location Group add the required information. For each Degree Level offered at that location, add the Credit Hour Type, the Credit Hours per Course, the **Military Rate**, the In-state Rate, the Distance/Online Rate, and if there may be Program Specific Rates.

- If you have entered rates for another Location Group that are the same or similar, use the copy Location Rates field to pull that data in and then edit.
- If your institution **does NOT** offer military specific rates, you may use the In-State rate in addition to providing one additional rate for comparison purposes. The military rate can be of equal value to a listed rate, but it cannot be greater than the comparison rate.

Note: if your Institution has multiple military rates (i.e. in-state vs. out-of-state) please add in-state military rates. Indicate with the checkbox that there are multiple military rates.

Edit the details below for each degree level attached to this location group.

Please enter the **PER HOUR** military rate and at least one other **PER HOUR** rate for the purpose of comparison.

Please use this calculation to **convert flat tuition rates into an hourly rate**: Per year tuition cost (\$50,000) X Number of years to complete program (4) = Answer (\$200,000) / Total number of semester hours to complete program (120) = Cost per hour (\$1,667).

Degree Level	Credit Hour Type	Credit Hours per Course	Military Rate	In State Rate	Distance/Online Rate	Program Specific Rates
Certificate	Semester Hour ▼	60.00	90.00	90.00	90.00	No ▼
Associate	Semester Hour ▼	120.00	100.00	100.00	100.00	No ▼
Bachelors	Semester Hour ▼	200.00	120.00	120.00	120.00	No ▼

Copy Location Rates

--- Select a Value --- ▼

If another Location Group shares a similar rate structure, select here to copy its details to the table above.

[COPY RATES](#)

- Click Save when complete to navigate back to the Standard Rates page.
- Add additional Location Groups if needed, and add the associated rates.
- If you need to Edit an existing Location Group, use the Edit Location Groups button. This will open a popup window where you can change a Group Name, edit the associated Campuses, or delete the Location Group. Click Save once changes are made.

Name	Campus
------	--------

Update Location Group ✕

Group Name	Campuses	Actions
Main		

44. Click Certify & Continue to certify the information is complete and meets policy requirements.

Program Specific Rates

If your institution offers program-specific rates for any of your listed TA-eligible programs, you will need to complete the Program Specific Rates page. This page populates dependent on your responses under “Rates Customization.” You must add related websites on this page as source referencing documentation.

Enter your institution's standard tuition rates by creating custom location groups with matching rates. Use 'Manage Websites' to add any sites associated with the rates you need to enter. Add all eligible individual programs to each program group by selecting the Add action.

[+ ADD WEBSITE](#)

Name	Url	Actions
------	-----	---------

The websites displayed on this page are determined by the link type chosen when adding websites using the button above this grid.

[+ ADD PROGRAM GROUP](#)

[+ ADD LOCATION GROUP](#)

[EDIT LOCATION GROUPS](#)

[↻](#)

Program Group	Number Of Programs	Number Of Rates ?	Actions
AGRICULTURAL/ANIMAL/PLANT/VETERINARY SCIENCE AND RELATED FIELDS	2	3	
COMMUNICATION	2	2	
EDUCATION	0	0	
BUSINESS	1	0	

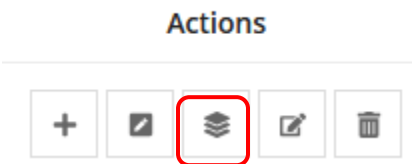
Note: If Location Groups were not added for Standard Rates, use the Add Location Group button and follow the related steps in the Standard Rates section.

45. In the list of Program Groups, there are columns showing the Number of Programs associated, the Number of Rates associated, and various Actions available. The available Actions buttons in order from left to right:

- Add Program to Group – allows you to add a program to the group, similar to the TA Eligible Programs page
- Edit Program Rates – edit existing program rates
- Manage Bulk Rates – add or edit rates in a bulk interface
- Edit Programs – update Program Groups and Programs
- Delete Program Group – delete a Program Group

Add New Program Rates

46. To add new program rates, use the Manage Bulk Rates button under Actions in the corresponding Program Group row.



47. In the Manage Bulk Rates popup window, add the program-specific rates for each Location Group and Degree Level.

- a. Note that if more than one degree level is associated with the Program, there will be separate tabs for those rates associated with each degree level.
- b. If rates have already been entered for another program and this program is the same or similar, use Copy Program Group Rates to pull that data in to copy and adjust.

CERTIFICATEASSOCIATEBACHELORS

BUSINESS

Edit the details below for each degree level attached to this location group. Please enter the **PER HOUR** military rate and at least one other **PER HOUR** rate for the purpose of comparison.

Please use this calculation to convert flat tuition rates into an hourly rate: Per year tuition cost (\$50,000) X Number of years to complete program (4) = Answer (\$200,000) / Total number of semester hours to complete program (120) = Cost per hour (\$1,667).

Location Group	Degree Level	Credit Hour Type	Credit Hours per Course	Military Rate	In State Rate	Distance/Online Rate
Main	Certificate	Semester Hour				

Copy Program Group Rates

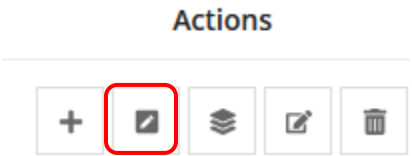
--- Select a Value ---

COPY RATES

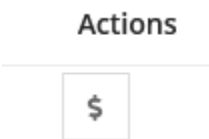
48. For each Program Group and Degree Level, add the Credit Hour Type, the Credit Hours per Course, and required rates. Click Save when complete.

Review and Edit

49. To review and edit existing rates, use Edit Program Rates.



50. In the Programs popup window, click the Edit Program Rates button under Actions for the corresponding program.



51. Review and edit as needed the rates for each Location Group and Degree Level. Save when completed.

Finalize Program Specific Rates

- 52. Add relevant Institution websites using the Add Website button.
 - a. Note: Websites added elsewhere will be available, and websites added in these pages will be added to the main website list.
- 53. Click Certify & Continue to certify the information is complete and meets policy requirements.

Institution Fees

Institution fees applicable to Service members using TA are entered on the Institution Fees page. This information is meant to help Service members assess their out-of-pocket expenses.

Note: Include **only** fees that are **applicable to Service members** using military tuition assistance – fees that would not be relevant to this population should not be included. For example, do not include fees associated with living on campus or categories such as fees applicable to senior citizens or fees for health insurance coverage.

Consider the types of interactions service members will have with your institution and the resulting fees and enter **only those fees applicable to service members** using military tuition assistance.

+ ADD WEBSITE

Name	Url	Actions
------	-----	---------

The websites displayed on this page are determined by the link type chosen when adding websites using the button above this grid.

Q Search Fees

SEARCH

Y

↺

\$ ADD FEE

Type	Modalities	Amount	Title	Degree Levels	Frequency Type	Programs	Actions
------	------------	--------	-------	---------------	----------------	----------	---------

- 54. Use the Add Website button to document institution websites that can be used to validate the added information.
- 55. Add a fee using the Add Fee button.
- 56. In the Create Fee popup window, populate the required fields.
 - a. Fee Type (REQUIRED) – dropdown selection, select one type (e.g., Enrollment, Course Add/Drop, Official Transcript, etc.). A wide variety of types will be available. If one does not fit perfectly, choose the closest approximation – “Other” should be used as little as possible.
 - b. Frequency (REQUIRED) – dropdown selection, select one frequency (e.g., One Time, Per Credit, Per Term, Per Year, etc.)
 - c. Modalities – optional dropdown selection, select all that apply.
 - d. Program – optional dropdown selection based on recorded Programs, select all that apply. If the fee is not associated with a program but looks like it could be, this may hold up the MOU application process. Program specific fees may be able to be covered by TA.
 - e. Amount (REQUIRED) – type in the fee total
 - f. Degree Levels (REQUIRED) – dropdown selection of degree levels, select all that apply

Create Fee

Institution Details

Fee Type *

Frequency

Modalities

Program

Amount *

Degree Levels *

57. Once all needed fields are populated, click Save.

58. Entered fees will be reflected on the Institution Fees page. They can be updated or deleted from that list using the corresponding Actions buttons.

Actions



59. To update a fee, use the left update button for the corresponding fee row and a popup window will appear. Make the needed adjustments and click Save.

Record Picker

Type *

Amount *

Degree Levels

Frequency Type *

Modalities

Program

60. Leave and return to this page as needed. Once all fees are entered and you are ready to finalize them, click Certify & Continue to certify that the fees are aligned with TA policy.

Other Expenses

Enter the estimated cost to Service members for books and/or other resource materials. Add links to institution websites that document these fee estimates. Please note that these entries cannot be bundled – the expenses amount should only be for the cost of books and separate from tuition and fees.

+ ADD WEBSITE

Name	Url	Actions
------	-----	---------

The websites displayed on this page are determined by the link type chosen when adding websites using the button above this grid.

What is the estimated cost to military students for books and/or resource materials from the identified source?

Average Cost *

Frequency *

\$

--- Select a Value ---

Does the Institution have any established grant or scholarship programs for military students?

☐ Yes

☐ No

61. Use the Add Website button to document institution websites that can be used to validate the added information.
62. Enter the Average Cost and the Frequency and answer the additional questions regarding grant or scholarship programs.
63. Click Save. Click Certify & Continue to finalize and affirm that the information complies with policy.

Unearned TA Policy

Provide your institution’s policy on the return of unearned TA funds to the government through at least the 60 percent portion for which funds were provided. Review the examples provided in the application to ensure the institution’s policy meets the Department of Defense requirement as TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when the student stops attending.

“Unearned TA” may vary in impact depending on how your Institution collects tuition. Provide your institution’s schedule for the return of the unearned TA funds to the government, showing where the 60 percent completion point will be. If funds are paid up front, the Institution must outline when and how the TA funds will be sent back to the government, proportional to the actual attendance of the Service member.

Use this page to provide details about your Institution's policy for handling unearned Tuition Assistance (TA).

Unearned Tuition Assistance (TA) refers to the portion of Tuition Assistance funds provided by the Department of Defense (DoD) that must be returned when a student withdraws from a course before completing the required attendance or coursework.

Download the Unearned TA Policy Example Template to help you structure your policy.

Download Unearned TA Policy Example 2 to help you structure your policy.

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

What is the institution's schedule for the return to unearned TA funds to the government? *

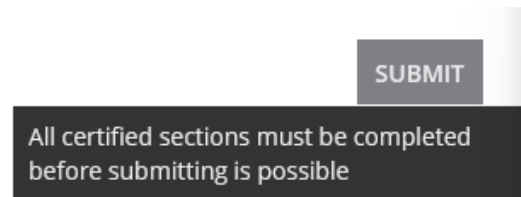
64. Review the examples available for download if needed.
65. Enter the institution policy into the corresponding text boxes – both are required.
66. Click Save. Click Certify & Continue to finalize and affirm that the information complies with policy.

Submit

This page is used to submit the application for review by the DANTES team.

Note: If there is not a submit button on this page that indicates the application is not yet complete. Go to the Application Homepage in the sidebar and check for which pages are missing the green bubble. Review those pages for issues and ensure that they have been Certified.

67. Review the application.
68. After review, click Submit.
69. Use the View Dashboard button to navigate back to the Institution Dashboard view.

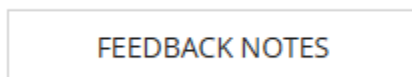


Post-Submission Feedback Resolution

The DANTES team will review the application and may have feedback that requires resolution before the application can be accepted. Watch for email notifications regarding required adjustments. The application will be returned to the institution to make appropriate changes. The Institutional Dashboard header status will reflect **Feedback Submitted to School** and **Unresolved Feedback Items**.



1. Open the application and find the pages with unresolved feedback, then click the Feedback Notes button at the bottom of the page to view the feedback.



2. View the feedback by clicking in the feedback section dropdown box and selecting a feedback note. Make the necessary changes to the related data. Click Save at the bottom to lock in those changes.

Feedback Notes

Subject

--- Select a Subject ---

--- Select a Subject ---

Oddly low program rates

Feedback Notes x

Subject

Oddly low program rates

Body

I noticed that some of the program rates for the program group blank are much lower than expected. Can you take a look at this and resubmit with more appropriate program rates?

ADD FEEDBACK REPLY

3. Click Submit in the sidebar to finalize your updates. Click the Submit button on the page to submit the updates for review.

Ready to Sign

After the application has gone through the appropriate reviews and approvals, with all feedback items resolved, the DoD MOU will become Ready to Sign. This action indicates application success and is ready for the school's signing authority's signature. ****Applications requiring a signature are only required for New Applications, New Signing Authority (if there has been a change to the current president/CEO/Chancellor or designated signing authority), and Renewals. Signatures ARE NOT required for annual updates/reviews.****

1. The institution's Signing Authority should log into the system. The Signing Authority's user access is the only user account with access to the "SIGN MOU" icon.
2. On the institution dashboard, the "SIGN MOU" button will be available with a status of "Awaiting Signature from School" in the upper right corner of the screen.

Approved Awaiting Signature from School Application

Open MOU Application Find Current MOU SIGN MOU

Status

Awaiting Signature from School

Approved

Institution Details Previous MOU Additional Locations Documents

3. Click Sign MOU to open the signature page.
4. Signing Authority should type their name in the "Signing Person" field and select their matching user account, confirm the information is correct, and click Sign.

DOD MoU Signature

All information on this electronic signature page must exactly match the information that was typed up in the Signing Authority Contact Information on the MOU Application. If you are a **Designated Signing Authority**, by signing the DoD MOU, you are stating that you have been designated by the Institution to sign the DoD MOU on their behalf.

Signing For

Signing Person *

Start typing to select a signing person

CANCEL SIGN

5. The application will automatically become ready for the OSD signature, which will finalize the MOU.

Appendix

Definitions

Academic Calendar Year

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

Additional Locations

If the information listed in the institution's application is incorrect, the institution is responsible for contacting the Department of Education (ED) to correct the data. For assistance, visit: [Help Center](#) | [Home](#)

American Council on Education (ACE)

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

Career Path DECIDE

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

Cohort default rate

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

College Navigator

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

College Scorecard

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

Data Source

Data used to populate basic information about the educational institution is extracted from the [Weekly School File](#) from the Federal Student Aid [Office of Partner Participation and Oversight](#) (PPO), Title IV Program Eligibility Database. 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 PPO to correct the data. For assistance, visit: [Help Center](#) | [Home](#).

DoD Installation

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

DoD MOU Partnership Training

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

DoD MOU Emails

Institutions should retain all emails from dodhra.pensacola.dssc.mbx.voledconcerns-dantes@mail.mil for future use in the DoD MOU program. Check with your IT Department to verify this email address has been added to the "white list" to prevent emails from being directly sent to SPAM or JUNK email boxes.

DoD MOU Duration

The DoD MOU document is effective for 5 years. The DoD will consider waivers for institutions with legislative restrictions 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 President/CEO/Chancellor, and include all pertinent details. Only one document can be uploaded. Merge the waiver letter and all supporting documents together before uploading.*

DoD MOU Points of Contact(s)

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

Primary 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) and for any Compliance issues via the ICP. For more information on PECS, visit: [Postsecondary Education Complaint System | Military OneSource](https://www.militaryonesource.mil/-/postsecondary-education-complaint-systemFeedback) . <https://www.militaryonesource.mil/-/postsecondary-education-complaint-systemFeedback> GI Bill recipient complaints can be submitted at [GI Bill® School Feedback Tool | Veterans Affairs](#).

Feedback for Federal Financial Aid recipients can be sent to ComplianceComplaints@ed.gov. This individual cannot be the MOU Point of Contact (POC), the Tuition Rates (POC), or the Signing Authority.

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

Implementation Date

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

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

Learning Methods:

In accordance with Change 4, DoDI 1322.25 (April 2, 2020) (Appendix to Enclosure 3, 4. f. (4) (page 42)), (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 on campus, online, and hybrid.

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: <https://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 4, DoDI 1322.25 (April 2, 2020) (Appendix to Enclosure 3, 4. f. (4) (page 42)). The updated Participating Institutions List will be included in a future release.

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 on when a student stops attending.

Source of Accreditation

Accrediting agencies will be populated by the latest Weekly ED feed, which is 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: [College Accreditation | U.S. Department of Education](#) and [DAPIP | Homepage](#).

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: [TA DECIDE - DOD MOU Application](#).

TA Eligible Programs

Eligible programs must be in compliance with the Change 4, DoDI 1322.25 (April 2, 2020) (Appendix to Enclosure 3, 4. f. (4) (page 42)). Programs that are eligible for Title IV funds are also eligible for military tuition assistance.

Tuition Rate Effective Date Range

In accordance with Change 4, DoDI 1322.25 (April 2, 2020) (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 takes action against companies that break the law.

Other Resource Links

Accrediting Agencies

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

[College Accreditation | U.S. Department of Education](#)

Air Force Portal

<https://www.my.af.mil/gcss-af/USAF/ep/home.do>

Colleges and Universities Use of Military Service Marks

[Use of Military Service Names, Insignia, or Other Marks on an Advertisement or Website > U.S. Department of Defense > Article](#)

College Navigator

<http://nces.ed.gov/collegenavigator/>

College Scorecard

<https://collegescorecard.ed.gov/>

Department of Defense Instruction DoDI1322.25, Voluntary Education Programs

[Voluntary Education Defense Department Policy | Military OneSource](#)

Department of Defense Installation Access for Educational Institutions

Use [Contact Us - DOD MOU Application](#) to request more information.

Department of Defense Memorandum of Understanding (DoDMOU)

[Home - DOD MOU Application](#)

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

[Resources For Schools | Veterans Affairs](#)

DoD MOU Voluntary Education Institutional Compliance Program

Use [Contact Us - DOD MOU Application](#) to request more information.

Executive Order 13607 – Principles of Excellence

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

Federal Direct Student Loan Program

[William D. Ford Federal Direct Loan Program | Federal Student Aid](#)

Financial Aid Shopping Sheet – College Financing Plan

[College Financing Plan | U.S. Department of Education](#)

Integrated Postsecondary Education Data System (IPEDS)

<http://nces.ed.gov/ipeds/>

Postsecondary Education Complaint System

[Postsecondary Education Complaint System | Military OneSource](#)

Student Outcomes

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

Tuition Assistance (TA) DECIDE

[TA DECIDE - DOD MOU Application](#)

Links to Military Services

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

U.S. Army [Education & Training | U.S. Army](#)

U.S. Navy <https://www.navycollege.navy.mil/>

U.S. Air Force <https://www.my.af.mil/gcss-af/USAF/ep/home.do>

U.S. Marine Corps <http://www.usmc-mccs.org/services/education/voluntary-education/>