

NROTC TUITION ORDERING REQUEST

AUTHORITY: 10 USC 2107, 48 CFR Parts 3 and 11, 248 CFR 237.72, NMCARS 5203.101(a) Separation of Duties and NSTC Educational Service Agreements and NSTCINST 4205.1.

PURPOSE: To standardize and formalize the NROTCU HRA and Advisors initiation in requesting tuition assistance known as scholarship tuition orders to be requested. Completed forms are required for the NSTC Comptroller to ensure adequate funds are budgeted and available for the NROTCU Ordering Officers to place tuition orders and for the NROTCU HRA to process Room and Board election Stipends.

ROUTINE USE: This form is required to be used for all regular term, all condensed classes terms and retroactive tuition contract orders placed under the Educational Service Agreements in accordance with NSTCINST 4205.1. A separate NSTC 7100 form is required for each contract order or third-party purchase. This form is not used for the STA-21 program.

NROTC UNIT INFORMATION

1. PREPARER'S NAME:	2. DATE:	3. ESA CONTRACT NUMBER:
4. NROTCU NAME:	5. SITE NUMBER/ SCHOOL CODE	6. SCHOOL NAME:

SCHOOL TERM INFORMATION

7. PERIOD OF PERFORMANCE DATES:	8. IDENTIFY SEMESTER/QUARTER:	9. COSTS ARE:
TO		
10. IDENTIFY SCHOOL SPECIFICS (CHECK <u>ALL</u> THAT APPLY):		
<input type="checkbox"/> ESA SCHOOL	<input type="checkbox"/> CROSS-TOWN SCHOOL	<input type="checkbox"/> NON-ESA SCHOOL
<input type="checkbox"/> PUBLIC	<input type="checkbox"/> PRIVATE	

SCHOLARSHIP FUNDING AND ORDER DATA

11. MIDSHIPMEN SCHOLARSHIPS CATEGORIES	12. NUMBER OF MIDSHIPMEN	13. FUNDS REQUESTED
a. Total Scholarship Midshipmen Assigned		
b. Scholarship Midshipmen in good standing – Tuition Option		
c. Scholarship Midshipmen in good standing – Room and Board		
d. Scholarship Midshipmen pending medical qual (4P/7P)		
e. Scholarship Midshipmen on medical LOA (E or M code)		
f. Scholarship Midshipmen pending disenrollment (G code)		
g. Scholarship Midshipmen on LOA (not medical or disenrollment)		
14. TOTAL		

TUITION, LAB AND FEES OPTION

15. SCHOOL CATEGORIES	16. NUMBER OF MIDSHIPMEN	17. FUNDS REQUESTED
h. Private School		
i. Public – Resident		
j. Public - Non Resident		
18. TOTAL		

ROOM AND BOARD OPTION

19. SCHOOL CATEGORIES	20. NUMBER OF MIDSHIPMEN	21. FUNDS REQUESTED
k. Private School		
l. Public – Resident		
m. Public - Non Resident		
22. TOTAL		

OTHER EXPENSES

23. SCHOOL CATEGORIES	24. NUMBER OF MIDSHIPMEN	25. FUNDS REQUESTED
n. *Other –		
o. *Other –		
26. TOTAL		

27. REMARKS:

HRA CERTIFICATION

I certify that the listed quantities listed in blocks 12, 16, 20, 24 and attached supporting documentation worksheet are accurate to the best of my knowledge and all MIDS included in Block 11.b. and 11.c. have a fully and properly executed student contract and DD4 in their service record and anticipated to meet scholarship eligibility requirements.

28. HRA SIGNATURE	29. NAME	30. DATE
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ADVISOR CERTIFICATION

I certify that the approved enrollment MIDN course work only includes the required courses needed to complete their approved degree program to include Naval Science Courses. Courses may not include repeat courses due to failures, electives additional courses not required for their degree nor courses in which credits will not be applied.

31. FRESHMAN ADVISOR SIGNATURE	32. NAME	33. DATE
34. SOPHMORE ADVISOR SIGNATURE	35. NAME	36. DATE
37. JUNIOR ADVISOR SIGNATURE	38. NAME	39. DATE
40. SENIOR ADVISOR SIGNATURE	41. NAME	42. DATE

ORDERING OFFICER CERTIFICATION

I certify that the requested funds in blocks 13, 17, 21, 25 are accurate to the best of my knowledge.

43. ORDERING OFFICER SIGNATURE

44. NAME

45. DATE

COMMANDING OFFICER/EXECUTIVE OFFICER CERTIFICATION

I certify that the above information and the attached supporting documentation worksheet is true and accurate to the best of my knowledge and have verified that the contract file and OPMIS contains documentation supporting the accuracy of these calculations and that all MIDN are properly accounted for in block 12. I additionally certify that all Separation of Duty Requirements have been fulfilled as defined by NSTCINST 4205.1.

I further certify that the attached supporting documentation:

- Contains only a listing of school of attendance, Last Name, First Initial, Resident Status and Estimated Tuition/Fees for each MIDN.
- Quotes from School or Independent Government Estimate
- Contains No PII or PII has been Redacted

46. CO/XO SIGNATURE

47. NAME

48. DATE

Route approved forms by uploading into NERP and PD2-SPS along with supporting calculation documentation and email to NSTC Financial Management Team (N8) pamela.f.madden.civ@us.navy.mil, sheavon.l.love.civ@us.navy.mil, julie.a.stepro.civ@us.navy.mil and richard.k.gyabin.civ@us.navy.mil

INSTRUCTIONS

1. At the beginning of each Semester or Quarter as it applies to your school, save this file with the LABEL (School Name) (Term) (Calendar Year) (Type of Service). Example: Penn State Spring Semester CY23 Tuition.
2. Due Dates are established in Table 4-1 of NSTCINST 4205.1.
3. Prior to the SF 1449 being issued, the NROTC Unit Human Resource Assistant has to definitize the ACTUAL number of scholarship recipients who meet eligibility qualifications. The NROTC Unit Ordering Officer is required to execute the tuition and fee SF 1449 for the exact number of personnel who met scholarship eligibility requirements.

BLOCK BY BLOCK INSTRUCTIONS

Block 1 – Self Explanatory
Block 2 – Self Explanatory
Block 3 – Contract number Blk 2 of ESA
Block 4 – Self Explanatory
Block 5 – 2 digit School Code
Block 6 – Self Explanatory
Block 7 – Regular Terms the Start date is 46th Day of Regular Terms. Start Date of Condensed Courses is Day 1. End date is end of term
Block 8 – Select Term from drop-down
Block 9 – Select Estimate or Actual
Block 10 – Check all blocks that are applicable
Block 12 – HRA enters MIDN quantities per category. ALL MIDN have to be accounted for. For condensed and retroactive, only include QTY approved.
Block 13 – Enter the funds requested per category
Block 16 - HRA enters Tuition and Fee Option quantities per categories.

Block 17 - Enter the funds requested per Tuition and Fee Option categories
Block 20 - HRA enters Room and Board Option quantities per categories.
Block 21 - Enter the funds requested per Room and Board Option categories
Block 24 - Enters special expense categories.
Block 25 - Enter the funds requested per special expense categories.
Block 27 – Enter any remarks
Block 28 through 48– Self Explanatory

All signatures must be digital signatures