

NROTC PROJECTED TUITION AND ENROLLMENT

AUTHORITY: 10 USC 2107, 248 CFR 237.72, NMCARS 5203.101(a) Separation of Duties and NSTC Educational Service Agreements.

PURPOSE: To standardize and formalize the manner in which the NROTCU HRA/Advisor initiates the request for tuition assistance known as scholarship orders. 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, retroactive tuition, advance placement exams and tutoring contract orders placed under the Educational Service Agreements in accordance with the NSTC Tuition Ordering and Payment Policy and Procedure. A separate NSTC 7100 form is required for each contract order. 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: TO	8. IDENTIFY SEMESTER/QUARTER:	9. COSTS ARE:
10. IDENTIFY SCHOOL SPECIFICS (CHECK <u>ALL</u> THAT APPLY): <div style="display: flex; justify-content: space-around;"> <div><input type="checkbox"/> ESA SCHOOL</div> <div><input type="checkbox"/> CROSS-TOWN SCHOOL</div> <div><input type="checkbox"/> NON-ESA SCHOOL</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div><input type="checkbox"/> PUBLIC</div> <div><input type="checkbox"/> PRIVATE</div> </div>		

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. Tutoring	Hours	
o. *Other –		
26. TOTAL		

27. REMARKS:

HRA/ADVISOR 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 MIDN included in Block 11.b. and 11.c. have a fully and properly executed student contract and DD4 in their service record.

28. HRA/ADVISOR SIGNATURE	29. NAME	30. DATE
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ORDERING OFFICER CERTIFICATION

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

31. ORDERING OFFICER SIGNATURE	32. NAME	33. DATE
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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.

34. CO/XO SIGNATURE	35. NAME	36. DATE
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Route approved form to NSTC Financial Management Team (N8) along with supporting calculation worksheet via CFMS and email to pam.madden@navy.mil sheavon.l.love@navy.mil julie.stepro@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 CY17 Tuition.
2. Due Dates are established in paragraph four (4) of the NSTC Tuition Ordering and Payment Policy and Procedure Handbook and the Education Service Agreement.
3. The initial NSTC Form 7100 is typically an ESTIMATE as units tend not to know the exact number of tuition scholarship recipients at the beginning of the term.
4. Prior to the DD Form 1155 being issued, the NROTC Unit Ordering Officer 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 DD Form 1155 for the exact number of personnel who met scholarship eligibility requirements.

BLOCK BY BLOCK INSTRUCTIONS

<p>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 – Start date is 46th Day of Regular Terms. Start Date of Condensed Courses, Tutoring and Advance Placement Exams 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 or Advisor enters MIDN quantities per category. ALL MIDN have to be accounted for Block 13 – Enter the funds requested per category Block 16 - HRA or Advisor enters Tuition and Fee Option quantities per categories.</p>	<p>Block 17 - Enter the funds requested per Tuition and Fee Option categories Block 20 - HRA or Advisor enters Room and Board Option quantities per categories. Block 21 - Enter the funds requested per Room and Board Option categories Block 24 - HRA or Advisor enters tutoring hours or special expense categories. Block 25 - Enter the funds requested per tutoring hours or special expense categories. Block 27 – Enter any remarks Block 28 through 36– Self Explanatory</p> <p>All signatures must be either all wet signatures or all digital signatures</p>
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ACCURACY CHECK

Block 12.b must equal Block 18 Total T&F MIDN Amount	Block 12.c must equal Block 22 Total R&B MIDN Amount
Block 13.b must equal Block 18 Total T&F Fund Amount	Block 13.c must equal Block 22 Total R&B Fund Amount

SUPPORTING DOCUMENTATION WORKSHEET REQUIREMENTS

The NROTCU is required to attach supporting documentation that clearly shows how they came up with the costs, broken down by line item. Due to the variations between all of the universities that NSTC has an ESA with, it is not possible to come up with an all-inclusive format. NROTCU will need to develop this format themselves.

Supporting documentation can be a print-out from the university showing the break out and total charges.

- For universities with fixed tuition rates, it can be a copy of the posted catalog prices and a spreadsheet showing the calculations of STUDENT x CREDIT HOURS x COST PER HOUR.
- Historical records of number of tutoring hours needed

Supporting documentation must show:

- Number of resident scholarship recipients at ESA school
- Number of non-resident scholarship recipients ESA school
- Number of resident scholarship recipients at each cross-town school
- Number of non-resident scholarship recipients cross-town school
- Cost per each student Tuition and Fee who elect Tuition (Tuition and Fee Option Elects)
- Cost per each student Room and Board and allowable fees (Room and Board Option Elects)
- (Tutoring) Cost per hour
- Any price changes