

NROTC PROJECTED TUITION AND ENROLLMENT AMENDMENT FORM

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 to amend the NSTC 7100 form. 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 to amend the NSTC 7100 form 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 7100A form is required for each amendment to the NSTC 7100 form. This form is not used for the STA-21 program.

NROTC UNIT INFORMATION

1. PREPARER'S NAME:	2. DATE:	3. ESA CONTRACT NUMBER:	4. AMENDMENT NUMBER: A-
5. NROTCU NAME:	6. SITE NUMBER/ SCHOOL CODE	7. SCHOOL NAME:	

SCHOOL TERM INFORMATION

8. PERIOD OF PERFORMANCE DATES: TO	9. IDENTIFY SEMESTER/QUARTER:	10. COSTS ARE:
11. 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

12. MIDN SCHOLARSHIPS CATEGORIES	13. NUMBER OF MIDSHIPMEN			14. FUNDS REQUESTED		
	CURRENT	CHANGE	NEW	CURRENT	CHANGE	NEW
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 Midn on LOA (not medical or disenrollment)						
15. TOTAL						

TUITION, LAB AND FEES OPTION

16. SCHOOL CATEGORIE	17. NUMBER OF MIDSHIPMEN			18. FUNDS REQUESTED		
	CURRENT	CHANGE	NEW	CURRENT	CHANGE	NEW
h. Private School						
i. Public – Resident						
j. Public - Non Resident						
19. TOTAL						

ROOM AND BOARD OPTION

20. SCHOOL CATEGORIE	21. NUMBER OF MIDSHIPMEN			22. FUNDS REQUESTED		
	CURRENT	CHANGE	NEW	CURRENT	CHANGE	NEW
k. Private School						
l. Public – Resident						
m. Public - Non Resident						
23. TOTAL						

OTHER EXPENSES

24. SCHOOL CATEGORIE	25. NUMBER OF MIDSHIPMEN			26. FUNDS REQUESTED		
	CURRENT	CHANGE	NEW	CURRENT	CHANGE	NEW
n. Tutoring						
o. Other-						
27. TOTAL						

28. REMARKS:

HRA/ADVISOR CERTIFICATION

I certify that the listed quantities listed in blocks 13, 17, 21, 25 and attached supporting documentation worksheet are accurate to the best of my knowledge and all MIDN included in Block 12.b. and 12.c. have a fully and properly executed student contract and DD4 in their service record.

29. HRA/ADVISOR SIGNATURE:	30. NAME:	31. DATE:
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ORDERING OFFICER CERTIFICATION

I certify that the requested funds in blocks 14, 18, 22, 26 and attached worksheet are accurate to the best of my knowledge.

32. ORDERING OFFICER SIGNATURE:	33. NAME:	34. 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.

35. CO/XO SIGNATURE:	36. NAME:	37. DATE:
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Route approved form to NSTC Financial Management Team (N8) along with original NSTC 7100, previous amendments and supporting calculation worksheet via CFMS and email to pam.madden@navy.mil sheavon.l.love@navy.mil julie.stepro@navy.mil

INSTRUCTIONS

1. Save this file with the LABEL (School Name) (Term) (Calendar Year) (Type of Service)(Amendment Number). Example: Penn State Spring Semester CY17 Tuition Amendment 1.
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 utilizing this form. 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 – Enter Sequential Amendment Number Block 5 – Self Explanatory Block 6 – 2 digit School Code Block 7 – Self Explanatory Block 8 – 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 9 – Select Term from drop-down Block 10 – Select Estimate or Actual Block 11 – Check all blocks that are applicable Block 13 – HRA or Advisor enters MIDN quantities per category. ALL MIDN have to be accounted for Block 14 – Enter the funds requested per category</p>	<p>Block 17 - HRA or Advisor enters Tuition and Fee Option quantities per categories. Block 18 - Enter the funds requested per Tuition and Fee Option categories Block 21 - HRA or Advisor enters Room and Board Option quantities per categories. Block 22 - Enter the funds requested per Room and Board Option categories Block 25 - HRA or Advisor enters tutoring hours or special expense categories. Block 26 - Enter the funds requested per tutoring hours or special expense categories. Block 28 – Enter any remarks Block 29 through 37– Self Explanatory</p> <p>All signatures must be either all wet signatures or all digital signatures</p>
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ACCURACY CHECK

<p>Block 13.b must equal Block 19 Total T&F MIDN Amount Block 14.b must equal Block 19 Total T&F Fund Amount</p>	<p>Block 13.c must equal Block 23 Total R&B MIDN Amount Block 14.c must equal Block 23 Total R&B Fund Amount</p>
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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