

Tuition Ordering and Payment Process Handbook – Appendix A-2

SUBJECT: Tuition Budget Request NSTC Form 7100 and NSTC Form 7100/A Step by Step Instructions

PURPOSE: To inform NROTC Unit Ordering Officers of the proper instructions on how to properly complete the NSTC Form 7100 and NSTC Form 7100/A.

OVERVIEW: Under US Code: Title 31 – Money and Finance, Anti-Deficiency Act, FAR Part 32 and other government fiscal regulations, funds for all services have to be authorized, available, committed and obligated prior to the government receiving services or goods. This includes all services ordered under the Educational Service Agreements.

The NSTC Form 7100 Tuition Budget Request is used to assist the NSTC Comptroller's Officer to ensure adequate funds are budgeted and available for all of the units to place their tuition, fees and other authorized service task orders under the Educational Service Agreement needed for the unit to fulfill its mission requirements.

Proper budgeting becomes even more critical during funding shortfalls and end of fiscal year cycle in order to ensure that every unit has the needed funds to pay for the scholarship recipients tuition and fees.

The NROTC Unit Ordering Officer's goal is to be as close as possible, without going under, to the exact amount of funds needed for tuition payments. Failing to do so could result in one unit "holding" unneeded funds and causing funding shortfalls for another unit.

It is prohibited under federal law and regulations to "Operate in the Red".

ACTION REQUIRED:

1. Adhere to the entry guidance contained in the illustrations on the following pages.

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STEP-BY-STEP INSTRUCTIONS ON COMPLETING THE NSTC FORM 7100 and NSTC FORM 7100/A

The NSTC Form 7100 shall be completed for each DD Form 1149 that the unit submits. All amendments will be done by using the continuation NSTC Form 7100/A that is attached to your original NSTC Form 7100.

A separate NSTC Form 7100 shall be submitted for each type of service and for each term. The following services have to be ordered under separated DD Form 1149s.

- Tuition and Fees
- Tutoring
- Advance Placement Exams

NSTC Form 7100 Process

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. The NSTC Form 7100 has room to allow up to four amendments per form. In the event you need to create more than four amendments, contact the POCs on the bottom of the form.
3. Due Dates are established in paragraph four (4) of the Tuition Ordering Handbook.
4. The initial NSTC Form 7100 is typically an ESTIMATE as units tend not to know the exact number of scholarship recipients at the beginning of the term.
5. 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. When the estimate and the actual number are not the same, the NROTC Unit Ordering Officer shall amend the NSTC Form 7100 using the NSTC Form 7100/A supplemental pages and the DD Form 1149. 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.

NSTC Form 7100 Block-by-Block Instructions

- Block 1: Use the calendar to select the date you fill out the initial form
- Block 2: Enter the name and phone number of the person requesting the funds
- Block 3: Enter the name of the school with who the ESA is with
- Block 4: Enter the two-digit School Code
- Block 5: Use the calendar to select the period of performance dates. This is the first date services are required until the last date. Refer to Bona Fide Need dates in the Tuition Ordering Handbook
- Block 6: Check all of the blocks that are applicable. The ESA block refers to the school in which the Navy has an ESA with. Crosstown block refers to when the Navy pays one school to pay another.
- Block 7: Select the appropriate box for the term
- Block 8: Enter the number of scholarship recipients in the appropriate row. For Tutoring, enter the estimated number of tutoring hours
- Block 9: Enter the total amount of funds being requested.
- Block 10: Automatically Calculates

Upon Completion, attach calculation supporting documentation and:

- Email to the addresses on the form
- Attached to DD Form 1149 in FASTDATA
- File in the task order file

NSTC Form 7100/A (AMENDMENT) Block-by-Block Instructions

- Block 1: Use the calendar to select the date you fill out the amendment
- Block 2: Pre-Populated
- Block 3: Select if the amendment is the ESTIMATED or ACTUAL COST
- Block 4: Enter the CHANGE to the original submission:
- For a DECREASE, enter it as a NEGATIVE number
 - For an INCREASE, enter it as a POSITIVE number
- Block 5: Enter the difference amount caused by the change.
- For a DECREASE, enter it as a NEGATIVE number
 - For an INCREASE, enter it as a POSITIVE number
- Block 6: Automatically Calculates

REQUIRED SUPPORTING DOCUMENTATION

The NROTC Unit Ordering Officer 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. NROTC Unit Ordering Officers 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 $\text{STUDENT} \times \text{CREDIT HOURS} \times \text{COST PER HOUR}$.
- 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
- Fees
- Cost per each student
- (Tutoring) Cost per hour
- Any price changes

INITIAL SEMESTER/QUARTER PROJECTED TUITION & ENROLLMENT
NSTC Form 7100

Kevin Robinson, 814-863-9651

1. DATE OF REQUEST 02-Jan-19 2. NAME & PHONE
 3. SCHOOL NAME Penn State 4. SCHOOL CODE 36
 5. PERIOD OF PERFORMANCE 18-Feb-17 TO 20-May-17
 6. IDENTIFY SCHOOL SPECIFICS: (CHECK ALL APPROPRIATE BOXES)

- | | | | | | |
|-------------------------------------|---------|-------------------------------------|-----------|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | ESA | <input checked="" type="checkbox"/> | CROSSTOWN | <input checked="" type="checkbox"/> | ESTIMATE COST |
| <input checked="" type="checkbox"/> | PUBLIC | <input type="checkbox"/> | PRIVATE | <input type="checkbox"/> | ACTUAL COST |
| <input type="checkbox"/> | QUARTER | <input checked="" type="checkbox"/> | SEMESTER | | |

7. IDENTIFY SEMESTER/QUARTER TIME FRAME (CHECK APPROPRIATE BOX)

- | | | | | | |
|----------------------------------|----------------------|-----------------------|-----------------|-----------------------|-----------------------------------|
| <input checked="" type="radio"/> | 1ST SEMESTER | <input type="radio"/> | 1ST QTR(FALL) | <input type="radio"/> | 4TH QTR
(CONDENSED/
SUMMER) |
| <input type="radio"/> | 2ND SEMESTER | <input type="radio"/> | 2ND QTR(WINTER) | | |
| <input type="radio"/> | CONDENSED/
SUMMER | <input type="radio"/> | 3RD QTR(SPRING) | | |

Type School	8. Number of Enrolled Scholarship Recipients	9. Total Funds Requested Requested YTD
Private School		
Public - Resident	81	\$ 784,404.00
Public - Non Resident	62	\$ 1,034,222.00
Tutoring	Hours	
MLOA Reinstatement		
Other - Select		
Grand Total	143	\$ 1,818,626.00

Remarks:

TO **Route to NSTC Financial Management:** pam.madden@navy.mil
sheavon.l.love@navy.mil
william.berry@navy.mil

grlk_nstc_rotc_docs@navy.mil
 Attach to DD 1149 and supporting calculation worksheet in FASTDATA
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AMENDMENT FOR TUITION & ENROLLMENT
NSTC Form 7100/A

1. DATE OF REQUEST 15-Feb-17 2. AMENDMENT NUMBER **1**

3. AMENDMENT IS: ESTIMATE COST ACTUAL COST

Type School	4. Change to Enrollement Scholarship Recipients	5. Change to Amount of Funds Requested
Private School		
Public - Resident	-8	-\$ 77,472.00
Public - Non Resident	-5	-\$ 83,405.00
Tutoring	Hours	
MLOA Reinstatement		
Other - Select		
Grand Total	130	\$ 1,657,749.00

1. DATE OF REQUEST 2. AMENDMENT NUMBER **2**

3. AMENDMENT IS: ESTIMATE COST ACTUAL COST

Type School	4. Change to Enrollement Scholarship Recipients	5. Change to Amount of Funds Requested
Private School		
Public - Resident		
Public - Non Resident		
Tutoring	Hours	
MLOA Reinstatement		
Other - Select		
Grand Total	130	\$ 1,657,749.00

TO **Route to NSTC Financial Management:** pam.madden@navy.mil
sheavon.l.love@navy.mil
william.berry@navy.mil
grlk_nstc_rotc_docs@navy.mil
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SUPPLEMENTAL WORKSHEET

INITIAL 7100								
Penn State								
Status	QTY	Credits EA	Credit Hours	Catalog Cost	Tuition Cost	Fees EA	Fees Total	Total Cost
Resident	79	16	1264	\$600.00	\$758,400.00	\$27.15	\$2,144.85	\$760,544.85
Non-Resident	58	18	1044	\$925.00	\$965,700.00	\$30.00	\$1,740.00	\$967,440.00
Cross-Town State								
Status	QTY	Credits EA	Credit Hours	Catalog Cost	Tuition Cost	Fees EA	Fees Total	Total Cost
Resident	2	18	36	\$600.00	\$21,600.00	\$28.60	\$57.20	\$21,657.20
Non-Resident	4	18	72	\$900.00	\$64,800.00	\$30.25	\$121.00	\$64,921.00
Calculations								
Status	QTY	Tuition	Fees	Tuition and Fee Cost				
Resident	81	\$782,202.05	\$2,202.05	\$784,404.10				
Non-Resident	62	\$1,032,361.00	\$1,861.00	\$1,034,222.00				
	<u>143</u>			<u>\$1,818,626.10</u>	Total Cost			

AMENDED 7100								
Penn State								
Status	QTY	Credits EA	Credit Hours	Catalog Cost	Tuition Cost	Fees EA	Fees Total	Total Cost
Resident	73	16	1168	\$600.00	\$700,800.00	\$34.00	\$2,482.00	\$703,282.00
Non-Resident	53	18	954	\$925.00	\$882,450.00	\$31.25	\$1,656.25	\$884,106.25
Cross-Town State								
Status	QTY	Credits EA	Credit Hours	Catalog Cost	Tuition Cost	Fees EA	Fees Total	Total Cost
Resident	1	18	18	\$600.00	\$10,800.00	\$26.10	\$26.10	\$10,826.10
Non-Resident	4	18	72	\$900.00	\$64,800.00	\$24.70	\$98.80	\$64,898.80
Calculations								
Status	QTY	Tuition	Fees	Tuition and Fee Cost				
Resident	74	\$714,108.10	\$2,508.10	\$716,616.20				
Non-Resident	57	\$949,005.05	\$1,755.05	\$950,760.10				
	<u>131</u>			<u>\$1,667,376.30</u>	Total Cost			

Common Discrepancies

- Attempting to lump tutoring and tuition in the same document
- Not entering a decrease as a (-) Negative number in Block 4 of the NSTC Form 7100/A
- Entering the dollar amount in Block 5 as a (-) negative number. This block must be a positive number
- Not attaching supporting documentation
- Guessing on how much funds are needed