



**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

READINESS

MEMORANDUM FOR: All Department of Defense (DOD) Voluntary Education Partnership Memorandum of Understanding (MOU) Educational Institution (EI)

SUBJECT: Clarification of DOD MOU Annual Tuition Rates Policy in accordance with DoDI 1322.25, Change 4, dated 7 July 2014

DoDI 1322.25, Change 4, Appendix to Enclosure 3, 4.f.(4) requires participating EIs to provide the tuition rates for each of their eligible Tuition Assistance (TA) programs to the Services on an annual basis.

- A number of EIs with approved MOUs fail to update their annual tuition rates on the DoD MOU Portal, resulting in expired and inaccurate tuition rate information displayed in the Services' data downloads.
- To increase accuracy, effective 1 October 2022, EIs with “Expired” Tuition Rates will not have their rate information loaded to the Services TA data downloads (a blank entry will be displayed).
- EIs with “Expired” rates are encouraged to submit their annual tuition rates to the DOD MOU Portal as soon as possible. Tuition rate changes will be implemented on the “From” date listed on the EI’s upcoming academic calendar date range.
- Many EIs have requested waivers to the 90-day implementation requirement since tuition rates at many public institutions are established by entities for which they have no jurisdiction, such as State legislatures and boards. As a result, EI tuition rate decisions are often not made within the 90-day required window. To mitigate this situation, the EI will request a waiver, (via the DoD MOU webpage) and provide the Services with the new tuition charges. To the extent practicable by State law or regulation, Service members already enrolled will not be impacted by changes in tuition charges.
- All EIs with no changes to tuition rates are still required to update the academic calendar date range for the upcoming academic year located in the "Tuition Rate Info" section of the DOD MOU and submit for review/acceptance.
- For technical assistance with EI’s tuition rate, review the Pending Tuition Rate Updates section of the Institution Guide, page 73 (located on DOD MOU Portal dashboard) or contact the MOU Technical Team at [voledconcerns@navy.mil](mailto:voledconcerns@navy.mil).

The Office of the Deputy Assistant Secretary of Defense for Force Education and Training (OASD (FE&T)), point of contact is Mr. Anthony Clarke, (571) 372-5355, email: [anthony.b.clarke.civ@mail.mil](mailto:anthony.b.clarke.civ@mail.mil).

Sincerely,

Jonathan O. Woods  
Director, DoD Voluntary Education