

MARINE CORPS LIFELONG LEARNING PROGRAM

(Installation Office Code)
1560
(Date)

(Institution Office Code)
1560
(Date)

MEMORANDUM OF UNDERSTANDING (MOU)
FOR EDUCATION SERVICES
BETWEEN
A VISITING ACADEMIC INSTITUTION
AND
A MARINE CORPS BASE OR INSTALLATION

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

1. Purpose. This MOU is between (Name of Visiting Academic Institution), hereafter referred to as the "institution", and (Name of the Marine Corps Base or Installation). Per the reference, the purpose of this MOU is to provide guidelines and procedures for the delivery of educational services to active duty personnel, reservists, eligible retired military personnel, and Department of Defense employees, civilians and the adult family members of the previously mentioned categories at (Name of the Marine Corps Base or Installation). This MOU is not to be construed in any way as giving rise to a contractual obligation of Marine Corps funds to the academic institution which would be contrary to federal law.

a. In support of this MOU, it is understood that the institution:

(1) Be chartered or licensed by the home state of the visiting academic institution and/or the federal government.

(2) Provide proof of compliance with Title 38, United States Code (U.S.C.), Section 3675 regarding the approval of courses by State of Approving Agencies, and Section 3696 regarding limitations on advertising, sales, and enrollment procedures.

(3) Be a member of Servicemembers Opportunity Colleges (SOC) with an established policy for acceptance of College Level Examination Program (CLEP) examinations. The academic institution credit-by-examination policy needs to identify minimum passing score requirements and individual CLEP exams with corresponding course requirements.

(4) Provide or arrange for students enrolled in the institution courses to have access to their library and other reference materials and resources necessary for their level of instruction.

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(5) Maintain the same admission, grading, academic standards and degree requirements as those at the institution home campus.

(6) Comply with the installation safety, health, physical security directives and requirements from the installation Education Support Officer (ESO) regarding use of the installation facilities.

(7) Allocate for use at least one and one-half (1 1/2) percent of their gross tuition income from (Name of the Marine Corps Base or Installation) students funded by Tuition Assistance (TA) for support of the Lifelong Learning Program at (Name of the Marine Corps Base or Installation). The one and one-half (1 1/2) percent contribution will be based on enrollments during the Federal fiscal year (1 Oct through 30 Sep of the given year). The Institution shall assign a campus representative to coordinate the one and one-half (1 1/2) contribution to (Name of the Marine Corps Base or Installation). The Institution contribution amount will be reported to the ESO or the designated representative in terms of a financial statement or an official letter not later than 60 days after the end of the Federal fiscal year. The funds will be used to support the (Name of the Marine Corps Base or Installation) library and/or learning resources including reference materials; equipment maintenance; command education center administrative services; student counseling; and the learning environment. The ESO will recommend to the institution on how the money will be expended. At no time will the ESO receive any of these funds for disbursement.

(8) The ESO will establish a planning committee which will prioritize and allocate the total contributions for all institutions. The property (library support needs and equipment) acquired with this money belongs to the educational institution and upon termination of the MOU will continue to belong to that institution. On base college directors will serve on the committee, as well as base librarian, test examiner, and the ESO. The planning committee will normally meet within 60 days after contribution financial statements or official letters for all institutions have been received by the ESO or designated representative.

b. Marine Corps Base, Responsibilities

(1) Provide support and assist in publicizing the institution's educational programs to help secure students.

(2) Provide counseling services in support of the institution's programs. The installation's education counselors will have first contact with potential students and counsel potential students in matters regarding testing and academic/vocational goals.

(3) Provide a (TA) authorization form for each active duty Marine who presents the education center with a valid NETPDTC 1560/3 TA application form. A valid NETPDTC1560/3 is one approved by the

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installation ESO or authorized designee prior to the first class session.

(4) Make no commitment regarding the specific number of Marines to enroll in the institution programs, or assurances as to the continued availability of Marine Corps TA.

(5) Establish an on-going bi-monthly or quarterly visitation schedule with the institution to provide information to potential new students and work with any currently enrolled students.

(6) Provide an area for the institution representative during visitation to assist, counsel and schedule appointments with eligible students and prospective eligible students on a one-on-one basis.

(7) Assist the institution with visitation announcements, i.e., installation paper, email network, posting flyers in education facility (provided by the visiting academic institution).

(8) Provide reasonable use of copying equipment, provided that paper and other materials are furnished by the institution.

(9) Provide when practical, on-base telephone service to institution representatives and technical support to institution administrators to establish communications within the office to enable phone, fax, and computer connections to institution home campus. Institution will bear the cost of phone services and monthly fees.

(10) Provide necessary temporary on base passes and vehicle permits for faculty, students, and other institution representatives.

2. Agreements/Understandings:

a. Parties agree to meet periodically on a schedule established prior to the effective date of this MOU, or when either party requests such a meeting to review the elements of this MOU.

b. Should a court of competent jurisdiction decide that any portion, term, condition, or provision of this MOU is illegal, invalid, or unenforceable, the validity of the remaining portions, terms, conditions or provisions of this MOU will not be affected.

c. For students called to active duty and/or PCS/TDY during the time of national crisis/war, the institution will provide assistance by allowing such students to complete the unfinished courses at a later date. The institution will refund tuition for service members deployed early in the term; to the extent such refunds are permitted by institution refund policy.

d. This MOU may be amended only by a written modification signed and dated by both parties.

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e. Parties will review this MOU annually for the purposes of incorporating changes created by status, executive orders, or other directives. The ESO will review the institution programs to determine the programs' continued applicability to the goals of the base installation needs assessment and the overall cost effectiveness of the institution programs to the U.S. Government and the military students. Changes to the institution programs will be made in accordance with procedures outlined above. If the ESO determines the institution program is no longer applicable, the institution will be notified in writing of the changes that need to occur to meet the needs of the installation or the termination of the MOU between the installation and institution.

3. Effective Date

a. The terms of this MOU will extend from the effective date hereof until terminated by either signature party by 30 days advance written notice.

DATE APPROVED:

DATE APPROVED:

Commanding Officer
Base Installation

Provost/President
Visiting Academic Institution