



3 May 2019

From: Naval Postgraduate School, Graduate School of Business & Public Policy (GSBPP) Distance Learning Program Manager  
Subj: Naval Postgraduate School; GSBPP, Executive Master of Business Administration (EMBA) distance learning program tuition  
To: Sponsors and Financial Points of Contacts  
Ref: (a) DOD 7000.14R (Financial Management Regulation) Volume 11A

1. Effective Fall AY19, the tuition price for new students entering the distance learning, part-time GSBPP-DL **Executive Master of Business Administration (EMBA)** is \$2250 a course per student (\$38,250 total) for DOD civilian employees, military officers of other branches of the Armed Forces, and senior employees of other federal agencies. The EMBA is an eight quarter program (17 total courses) beginning the week of 9 September, 2019. Students not mission funded (USN/USMC Officers are mission funded) must be sponsored by their command or organization. Price does not include travel expenses for the two one-week residency requirements at NPS in Monterey, CA (one per year); travel expenses are funded by the student's command. Students are responsible for purchasing textbooks and additional class materials.

### **Tuition Payment Schedule:**

<b>First Academic Year (AY20):</b>	<b>Price</b>	<b>Due Dates</b>
Residency Week AY20 (1 course): 9-13 SEP 2019	\$2,250	15 Aug 19 (FY19 funds)
Fall AY20 (2 courses):	\$4,500	15 Aug 19 (FY19 funds)
Winter AY20 (2 courses):	\$4,500	15 Nov 19
Spring AY20 (2 courses):	\$4,500	15 Feb 20
Summer AY20 (2 courses):	\$4,500	15 May 20

### **Second Academic Year (AY21):**

Fall AY21 (2 courses):	\$4,500	15 Aug 20 (FY20 funds)
Winter AY21 (2 courses):	\$4,500	15 Nov 20
Spring AY21 (2 courses):	\$4,500	15 Feb 21
Summer AY21 (2 courses):	\$4,500	15 May 21

2. Students not mission funded (USN/USMC Officers are mission funded) must have an agreement in place with NPS prior to enrollment in the program (form 7600A for U.S. Navy; form DD1144 for other DoD agencies; and a Memorandum of Agreement for all other non-DoD agencies). For additional information, please contact Ms. Jacqueline Kamitono (831) 656-6467, [sponsorededucation@nps.edu](mailto:sponsorededucation@nps.edu).

3. For those students no mission funded, tuition is paid via the following documents: NAVCOMPT form 2276A or 2275 (U.S. Navy); MIPR or DD-448 (other DoD agencies); and Interagency Agreement (IAA) and Financial Management Standardization (FMS) forms 7600A (agreement) and 7600B (purchase order) for non-DoD agencies. Credit card payments are not accepted.

4. Funding documents issued to the Naval Postgraduate School should be addressed to President, Code 21, Naval Postgraduate School, Monterey, CA 93943 and must be in accordance with reference (a). Funding documents should be emailed in a PDF to the NPS Tuition Manager at [tuition@nps.edu](mailto:tuition@nps.edu). The funding document should also state the program name **EMBA** and list the financial contact as Ms. Upumao Leao (831) 656-7644, [uleao@nps.edu](mailto:uleao@nps.edu). The funding document should also state the students' names and the type of installment (first year/second year/third year).

5. For tuition for fall quarters that begin in September, US Government activities using appropriated funds will need to pay for that quarter as a "Project Order" with expiration date of 31 December of appropriate FY annotated. For this to occur, the body of the funding documents must annotate "Project Order" and include the following statement, "This project order is placed in accordance with the provisions of 41 U.S.C.23, as implemented by Department of Defense regulation. The funds cited on the project order are properly chargeable for the purposes cited in the project order." All other quarter payments can be issued as an "Economy Act" with an expiration date of 30 September.

6. The tuition price per course is established each fiscal year by the NPS Graduate School of Business & Public Policy and is based on a distance learning cost model. Prices will not change within any particular fiscal year but may change from year to year.