



07 FEB 2011

From: Dr. Lawrence Shattuck, Director of the HSI Certificate Program, Naval Postgraduate School

Subj: Naval Postgraduate School; Department of Operations Research, Distance Learning HSI Certificate Program Tuition

1. The FY10 off campus tuition price for students entering the one year, four quarter (one courses per quarter) distributed learning part-time Human Systems Integration Certificate Program \$2,000 per course per student (total of \$8,000 for certificate) for non navy military and federal government civilian employees and \$2,125 per course per student (total of \$8,500 for certificate) for defense contractors.

Courses will be delivered asynchronously over the Internet using NPS's SAKAI course management system. To participate, students and/or local commands need high speed Internet access.

Tuition is payable by fiscal year, either in quarterly installments or as negotiated with the program manager. Tuition does not include textbooks or additional class materials (software, handouts, case studies, miscellaneous equipment, etc.). Typically, HSI course materials are available online free of charge.

Please note that this program has a summer start which comes at the end of a fiscal year. Therefore, please adhere to the payment schedule as follows:

Payment Schedule:	Gov	Cont.	Payment Due Dates
Summer Quarter (AY11):			
Course 1 OA 3411 (1 course):	\$2000	\$2125	05 JUL 2011
Fall, Winter, Spring Quarter (AY12):			
Course 2, 3, and 4 (3 courses):	\$6000	\$6375	01 Oct 2011
Or			
Quarterly installments (1 course per quarter):	\$2000	\$2125	01 Oct 2011, 01 Jan 2012, 01 Apr 2012

2. 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 also be faxed or emailed in advance to the Comptroller Office's Funds Receipt section at funds@nps.edu; the fax number is (831) 656-2843. The funding documents should also state the HSI Certificate Program name and list the technical contact as Dr. Lawrence Shattuck (831) 656-2473, lgshattu@nps.edu and the financial contact as Ms. Mary Anne Egan (831) 656-3950, CED3bursar@nps.edu. The funding document should also state the student's name(s) and the type of installment. Expiration date for all funding documents should be 30 September of that fiscal year unless otherwise negotiated.

3. For instruction of fall quarters that begin in September, US government activities using appropriated funds can pay for that quarter as an "Economy Act" with previous FY dollars since the course is non-severable. For this to occur, the funding document must annotate in the text an expiration date of 31 December so that the funds can be deposited in an appropriate FY rollover account. All other payments can be issued as an "Economy Act" with an expiration date of 30 September.

4. The tuition price per course is established each fiscal year by the Director of the Human Systems Integration Program and is based on a distance learning cost model. To the maximum extent possible prices will remain consistent. Prices will not change within any particular fiscal year but may change from year to year. If you have any further questions about pricing and payment information, please email the Program Director at HSICertProg@nps.edu.