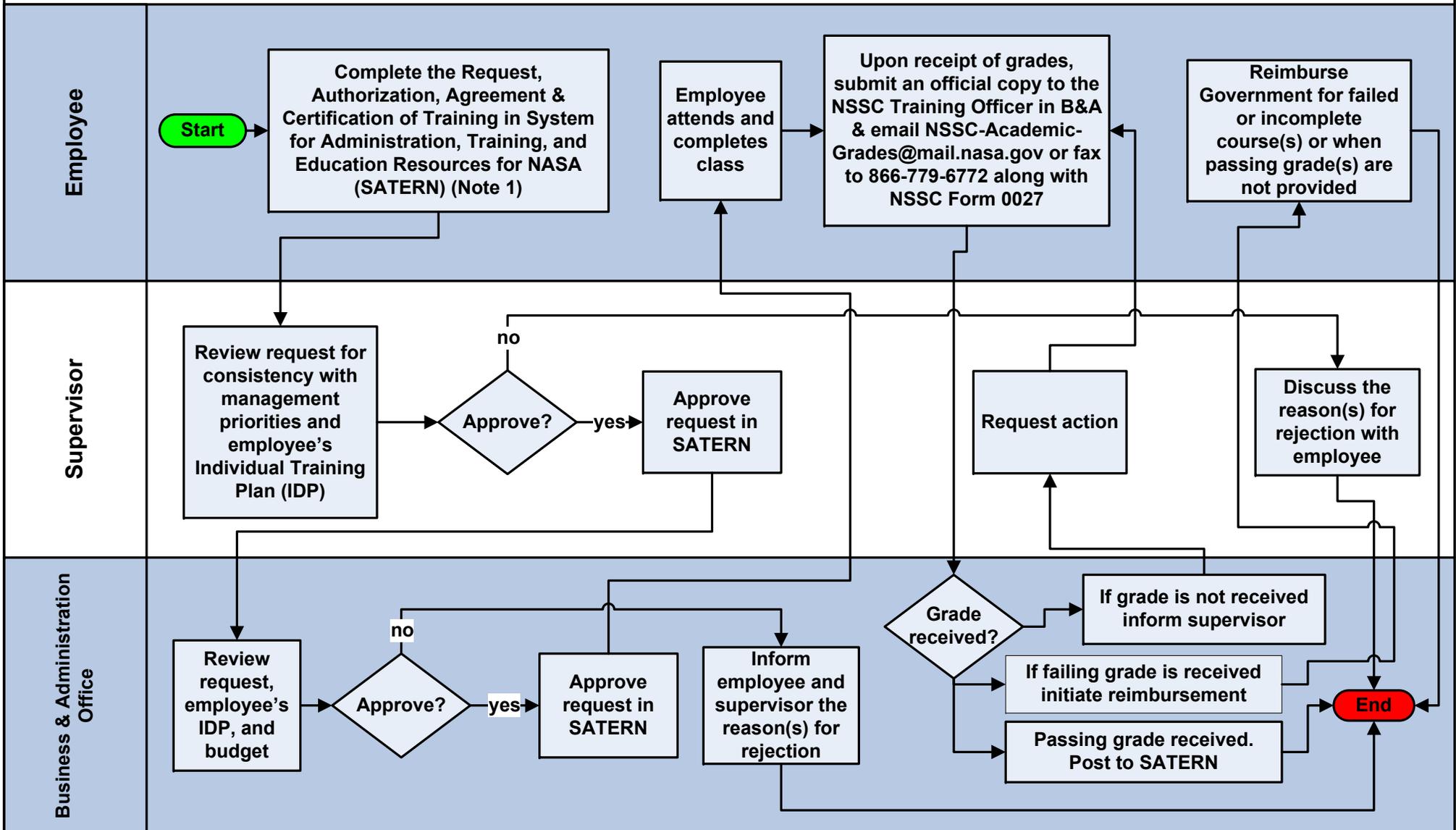


NSSC Registration and Tuition for Undergraduate and Graduate Study Programs Process Flow NSSC-BA-P-0033 Revision: A



Note 1: Training requested should be congruent with the employee's IDP.  
 Note 2: College/university must be accredited <http://ope.ed.gov/accreditation/>

Approval:     /s/ Ken Griffey     Date:   8/17/07    
 Rebecca S. Dubuisson, Acting Director, Business and Administration Office

**General Notes:**

Attendance at Courses

- When enrolled in approved course(s) the employee is expected to attend the course as scheduled, even if courses are scheduled on a Government holiday. Premium pay for training is not authorized as per 5 U.S.C. § 550.

Course Withdrawal

- Approval to withdraw from a course must be requested in writing through the supervisor to the NSSC Training Officer.
- The student must meet the requirements of the college to withdraw from a course.
- Any cost, including tuition, associated from the withdrawal will be borne by the student.

Employee Training Record

- Course grades become part of the employee's training record.

Enrollment

- Courses may be taken on a non-degree basis or as part of a degree program.
- The employee is responsible for ensuring their enrollment and registration into the college/university program.

Funding

- The NSSC may fund up to two classes per semester. The availability of training funds is a determining factor in the number of courses that may be supported.

Grades

- For undergraduate studies, employees must obtain a minimum grade of a "C" or "Pass" (if class is graded on a pass/fail basis) per class. For graduate level courses employees must obtain a minimum grade of "B".

Obligated Service Agreement

- NASA employees must agree to continue in the service of NASA for a period at least equal to three times the length of the training period unless the employee is involuntarily separated from NASA [5 U.S.C. § 4108(a)(1)] (1997). The training period is calculated from the date the employee begins his/her training or work assignment until the date of the completion of the assignment.

NASA has a right to recover the additional expenses incurred by NASA, except pay or other compensation, if the employee voluntarily separates from the service of NASA before the end of the agreed-upon service period. In circumstances where additional expenses of training such as books or materials are required as part of the training, a sum equal to the amount of the additional expense is also recoverable from the employee.

Payment of Fees

- Employees are responsible for all fees charged by the college/university and any other non-tuition costs that may include, but are not limited to; preparatory fees, entrance exams, and application preparation.

Reimbursement

- Students who do not maintain a passing grade as defined above, drop a course without approval or sufficient justification, or fail to provide grade(s) will reimburse the NSSC for tuition and any other applicable costs.
- Employees may be reimbursed up to \$100 for required books per semester. Proof of grades, SF 1164 (Claim for Reimbursement for Expenditures on Official Business), and receipt(s) are required.

**SOURCE DOCUMENTS:** Personnel Bulletin 2007-24-DM dated May 30, 2007; NPD 3410.2E

## Document History Log

Status (Basic/ Revision Cancelled)	Document Version	Effective Date	Description of Change
Basic	Basic	November 8, 2006	Basic Release
Revision	A	August 9, 2007	Revised General Notes section and Process Flow to include specific grade requirements and reimbursement requirements