

Non-DoD Schools Program Orientation

Welcome Aboard

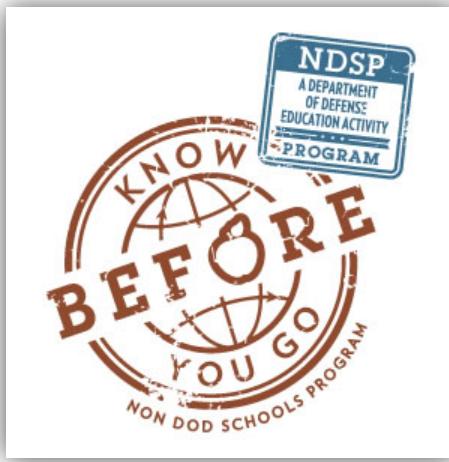


Table of Contents

| | |
|---|----|
| Overview..... | 3 |
| Introduction to NDSP..... | 3 |
| Determining NDSP Location | 4 |
| NDSP Eligibility..... | 5 |
| Kindergarten Eligibility | 5 |
| Pre-Kindergarten (Pre-K) Eligibility..... | 6 |
| Educational Options in NDSP..... | 7 |
| Placement Priority | 7 |
| Boarding School Option..... | 7 |
| Boarding School Transportation..... | 8 |
| PEP Intelligence Activity DoS Billets..... | 9 |
| Department of State Standardized Regulations (DSSR) Education Rate..... | 9 |
| "At Post" and "Away From Post" Education Rates (DSSR) | 10 |
| Example DSSR Rates | 10 |
| Other DSSR Rates | 11 |
| Children with Special Education Needs..... | 12 |
| The Process for Dependents with Special Education Needs | 12 |
| Expenses | 13 |
| Authorized Expenses | 13 |
| Unauthorized Expenses..... | 14 |
| Expenses-Home Study/Private Instruction..... | 14 |
| Understanding NDSP Registration Process | 15 |
| Steps in the Process..... | 15 |
| NDSP Reimbursement of Costs | 16 |
| Change of School Requirements | 16 |
| Annual Registration in NDSP Requirement | 16 |
| Withdrawal Procedures..... | 17 |
| Exception to Policy for English-Speaking Countries | 17 |
| Exception to Placement or Policy..... | 17 |
| Contacts for Support | 18 |
| Glossary | 19 |

Overview

Welcome to the Non-DoD Schools Program (NDSP) Sponsor Orientation Guide. This guide outlines the important policies, procedures and guidelines for the NDSP. After reviewing the information, you will become familiar with and understand the following:

- NDSP eligibility
- Specific educational options provided by NDSP
- Department of State Standardized Regulations (DSSR) education rates
- The overseas educational screening process for students with special education needs
- Authorized and unauthorized expenses
- Certain educational expenses that must be pre-approved
- NDSP registration process
- Who to contact for further questions regarding NDSP

Introduction to NDSP

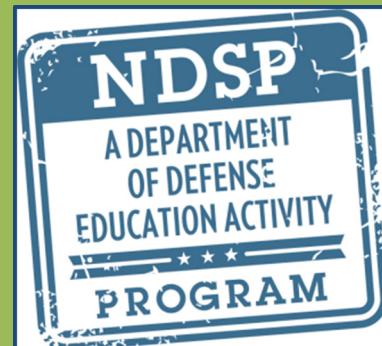
The Department of Defense Education Activity (DoDEA) manages NDSP worldwide. NDSP provides educational support and financial assistance to facilitate educational continuity in international locations where there is no DoDEA school.

DoDEA does not “approve” or certify schools. Parents may choose the educational setting for their child from among the authorized placement options for the assigned duty location.

In instances when a student requires special education, the family will be notified through the military Exceptional Family Member Program (EFMP) or civilian screening process of the schools that are able to meet the student’s academic needs.



Additional Resources



The [NDSP website](#) provides comprehensive information about the NDSP. The website is updated on a regular basis. Please visit the website frequently for current information related to the program.

Specific resources include:

- NDSP Brochure
- NDSP Family Budget Planning Tool
- Budget Estimator Parent Guide
- Non-DoD Schools Listing
- Guide to Choosing an International School
- NDSP Guide to British Education

Determining NDSP Location

There are a variety of ways to find out if the command you are transferring to is an NDSP location.

| Source | Description |
|--|--|
| Plan My Move  | Plan My Move helps you access a variety of information about your new location, including education, entitlements and benefits, points of contact, checklists, planning tools, and information on employment. Please click the link to access Plan My Move . |
| Receiving Command  | You can check the resources at your receiving command regarding specific educational options. Contact your sponsor, the NDSP Liaison, the School Liaison Officer, or even a colleague. |
| DoDEA NDSP Office  | The DoDEA NDSP Office includes multiple divisions, such as the NDSP Headquarters (HQ), NDSP Program Management, NDSP Resource Management, NDSP Invoice Processing Office, and the NDSP Education Specialists. For who to contact regarding your questions, refer to the contact page or click the link, DoDEA NDSP Office . |
| DoDEA Website  | Visit the DoDEA website to see if there is a DoDEA school that serves your child's grade at your new overseas location. Once the website opens, please look to the right of the page, and then click the bars under <i>DoDEA Districts by Area</i> . If there is a school listed under the <i>DoDEA Districts by Area</i> , it is not an NDSP location. Click the link to access the DoDEA website . |



NDSP Eligibility

Eligibility is determined by the following criteria:

- | | | |
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| 1) Sponsor must be assigned to a location outside commuting area of a DoD school. | 3) Sponsor must be a military Service member serving on active duty and stationed overseas on permanent change of station (PCS) orders, or a civilian employee of the DoD who is employed on a permanent full-time basis, stationed overseas, and is either a citizen or a national of the U.S. | 4) Sponsor must be authorized to transport dependent to or from an overseas area at the expense of the government. |
| 2) Dependent must be command-sponsored; orders or supporting documentation must state that the dependent is authorized to be with the sponsor at the duty location. | 5) Sponsor must receive an allowance for living quarters in that area, with the "at family" or "with dependent" rate. | |



NOTE: Sponsors that are filling a T-20 billet (SAO, FMS, T-20, ODC) must enroll in NDSP and follow all of the NDSP procedures and requirements. However, you need to contact your command's budget office, because they will pay the tuition and fees based upon NDSP guidelines.

Kindergarten Eligibility

DoD dependents under the NDSP follow the same criteria as the Department of State Standardized Regulations (DSSR) for entrance into kindergarten.

In a location where a school follows a Northern Hemisphere/U.S. school calendar (school begins in Jul/Aug/Sep), the child must turn five years old on or before December 31st of that school year. In a location where a school follows a Southern Hemisphere School calendar, (school begins in Jan/Feb/Mar), the child must be at least four years and eight months by the beginning of the school year.

When a school entry date cutoff is earlier than December 31st, the school's kindergarten age policy prevails. The NDSP policy may not override a school's policy (e.g. a schools cutoff date of September 30th).



If the child turns five after September 1st (for Northern Hemisphere calendar schools) or February 1st (for Southern Hemisphere calendar schools), the NDSP requires an official memorandum from the school indicating that the school has accepted the child into the equivalent of U.S. kindergarten. In this situation, parents should carefully consider their child's social, emotional and academic readiness for kindergarten and the possible impacts when transitioning back to the United States public schools after the overseas tour.

NDSP will fund only one year prior to the equivalent of U.S. first grade (kindergarten). In schools utilizing a British curriculum, the equivalent of U.S. kindergarten is Year 1. The document, [Comparison School Systems Grade Equivalents](#) provides information regarding the equivalent to U.S. grade levels.

No exceptions to policy requests are considered for entrance age waivers.



NOTE: NDSP cannot reimburse families for any educational expenses incurred prior to one year before the U.S. equivalent of first grade (kindergarten). If a host nation has a compulsory age requirement for students but the NDSP student will not be enrolled in the equivalent of U.S. kindergarten, the family will need to enroll the child in the host nation public school or they may choose to send the child to a private school at their own expense.

Pre-Kindergarten (Pre-K) Eligibility

Pre-K is any education provided more than a year prior to kindergarten. Pre-K is **not authorized** under the NDSP. DoDEA is only authorized to enroll and provide financial assistance to eligible dependents in grades K-12.

The only exception is when a child between the ages of three and five is identified with special education needs and Pre-K services are included in the Individual Education Plan (IEP).

Pre-K is called different things in various countries. Some examples include:

- United Kingdom/British Curriculum: Pre-K is called **reception** or **nursery**.
- Netherlands: Pre-K is called **group 1**.



Educational Options in NDSP

Placement of students in locations not served by DoD schools is defined in [DoDEA Regulation 1035.1, Use of Non-DoD Schools](#), paragraph 4.10. Educational options are determined by the placement priority.

Placement Priority

| Grades K-5 | Grades 6-12 |
|--|--|
| Local public school delivering instruction in English and is tuition-free; with the exception of South Africa, Singapore, and Jamaica. | Local public school delivering instruction in English and is tuition-free; with the exception of U.K., Australia, New Zealand, South Africa, Singapore, and Jamaica. |
| If not available, then you may choose one of the following educational options: <ul style="list-style-type: none"> <li data-bbox="164 804 796 931">▪ Home study/private instruction, which may include correspondence courses and/or a virtual school (using home study/private instruction DSSR rate). <li data-bbox="164 941 796 1015">▪ Local private day school delivering instruction in English (using at post DSSR). | If not available, then you may choose one of the following educational options: <ul style="list-style-type: none"> <li data-bbox="860 804 1491 931">▪ Home study/private instruction, which may include correspondence courses and/or a virtual school (using home study/private instruction DSSR rate). <li data-bbox="860 941 1491 1015">▪ Local private day school delivering instruction in English (using at post DSSR rate). <li data-bbox="860 1026 1491 1132">▪ Private boarding school (OCONUS/CONUS) delivering instruction in English (using away from post DSSR rate). |
|  RECOMMENDATION: Contact your NDSP Liaison or point of contact at your gaining command/new location regarding further information for your location. |  NOTE: Sponsors desiring their child/children to attend a school with instruction delivered in a language other than English must coordinate and consult with the Area NDSP Education Specialist. |



Boarding School Option

"Boarding school" is defined as a school providing residence halls on campus and meals in addition to an education.



NOTE: Boarding school applies to students in grades 6-12 only.

- The DSSR away from post rate is based upon the location of the sponsor's duty assignment. Any expenses above the DSSR rate will be the responsibility of the sponsor.
- You may choose to send your child in grades 6-12 to a boarding school whether or not there is an adequate school at location.
- You may choose to send your child to boarding school in a country different from your post location or in the U.S. If you choose a boarding school in a foreign country, foreign currency fluctuation is not factored in the DSSR rate and may cause excessive out-of-pocket cost for the sponsor.
- Contact the [NDSP Program Management Eligibility Team](#) to verify if the specific boarding school choice is authorized.
- At no time is enrollment in a private day school without boarding in the U.S. /U.S. territories authorized for reimbursement under the NDSP.
- The supplemental instructional allowance is not available when utilizing a boarding school (academic support, supplemental courses, and gifted education).

Boarding School Transportation

- Authorization for transportation for boarding school students is up to the DSSR limit for the location.
- NDSP will fund transportation from the duty station to school once at the beginning of the school year and transportation from school to the duty station once at the end of the school year.
- Student must be on official travel orders issued by the Service, command or agency.



NOTE: The sponsor is required to remove student from Cost of Living Allowances (COLA) when the student is away from post.



PEP | Intelligence Activity | DoS Billets

Personnel Exchange Program (PEP), DoD Intelligence Activity or Department of State (DoS) Billet



NOTE: Filling a PEP or DoS billet applies only in English-speaking countries.

Dependents whose DoD sponsors are either independently assigned to a DoS activity, DoD intelligence activity, or in a PEP status to a host nation program and are stationed in an English-speaking location where there is no DoD school within the commuting distance are afforded the same educational placement options provided to DoS employees.

The sponsor's orders must state the PEP, DoD Intelligence activity, or DoS assignment, and sponsors must annotate this eligibility during the online registration process. If orders do not state any of these types of assignments, sponsors must upload additional supporting documentation during the [Online Registration Process](#).

Department of State Standardized Regulations (DSSR) Education Rate



Prior to choosing a schooling option for your child, it is important to be familiar with the Department of State Standardized Regulations (DSSR) education rates. These rates are established to assist sponsors in meeting the extraordinary and necessary expenses that may be incurred while stationed in an NDSP location. The education rates are set by the Department of State (DoS) and are published in the DSSR. Please click the link, [DoS website](#), to find your DSSR education rate.

The DSSR education rate is your maximum allowance and is used to defray the costs of education. The rate is not meant to cover every expense.



NOTE: It is extremely important to know your DSSR education rate PRIOR to choosing a schooling option. A child's tuition, transportation and any other authorized fees can be funded by NDSP up to the DSSR education rate limit for the sponsor's duty location. Any expenses incurred above the DSSR rate will be the responsibility of the sponsor.

One-time fees are not part of the DSSR education rate and are paid once per tour unless the school does not offer the next grade. Students may attend boarding school in grades 6-12 up to the limits of the DSSR rate for the duty location.

"At Post" and "Away From Post" Education Rates (DSSR)

Each location has a DSSR education rate by grade level. The rate is based on the location of the sponsor's duty station, not where the child attends school. There is an "At Post" rate and an "Away from Post" DSSR rate.

| | |
|--|---|
| At Post  | School at post means an elementary or secondary school is within daily commuting distance of the employee's duty location. |
| Away From Post  | School away from post means an elementary or secondary school so far beyond daily commuting distance of the employee's duty location as to necessitate board and room in connection with attendance. The away from post rate is only used when a boarding school is selected. |

Example DSSR Rates

| "At Post" and the "Away from Post" DSSR rate are the same amount | | | | "Away from Post" rate is HIGHER than the "At Post" rate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Education Allowance In U.S. Dollars (DSSR 270) CHILE: Santiago Rates Effective: 03/08/2015 | | | | Education Allowance In U.S. Dollars (DSSR 270) GERMANY: Garmisch-Partenkirchen Rates Effective: 03/08/2015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Previous Rates: <input type="button" value="03/08/2015"/> <input type="button" value="Go"/> | | | | Previous Rates: <input type="button" value="03/08/2015"/> <input type="button" value="Go"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 10 | 22250 | 22250 | N/A | 10 | 28750 | 52150 | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 22250 | 22250 | N/A | 11 | 28750 | 52150 | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 22250 | 22250 | N/A | 12 | 28750 | 52150 | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| When the "At Post" and the "Away from Post" DSSR rate are the same amount, it means that there are adequate schools available. | | | | When the "Away from Post" rate is HIGHER than the "At Post" rate for grades 6-12, there is not an adequate school at location. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Other DSSR Rates

| | |
|--|---|
| Home Study/Private Instruction  | In lieu of the school at post rate, a separate allowance rate of up to \$10,600 is provided each school year for home-based instruction (home study/private instruction) in grades K-8 and up to \$18,200 in grades 9-12. However, if the local school/grade is adequate, reimbursement is limited to the school at post rate if it is lower than the home study/private instruction rate. |
| Special Education  | For the education of a special education student, in lieu of the school at post rate, a separate allowance rate is provided each school year up to \$71,500 for school at post or home study/private instruction (including tutoring) or up to \$89,000 for school away from post. All special education needs must be pre-approved and coordinated with the Education Specialist for the designated area. |
| Supplemental Instruction  | An amount up to \$ 4,100 each school year for supplementary instruction may be authorized if attending a school at post and needing academic support, required courses in U.S. curriculum not offered at the school, and gifted education. |

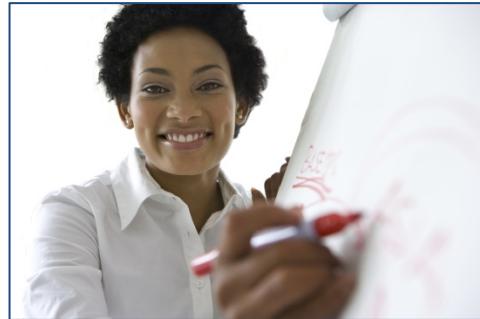
| | |
|---|--|
|  | <p>NOTE: All supplementary service requests must be pre-authorized by the NDSP Education Specialist. Reimbursement will not be authorized without prior approval. Supplemental instruction funding is not authorized for home study/private instruction or for boarding school attendees.</p> |
|---|--|



Children with Special Education Needs

The NDSP is committed to the provision of appropriate special education and related services for DoD dependents who are space-required and eligible for NDSP.

Availability of Services: Special education services in overseas schools are limited and require advanced approval for reimbursement. Many NDSP sites do not have adequate special education services in place, and schools are not required to follow the Individuals with Disabilities Education Act (IDEA).



The availability of services does vary from site to site, so careful planning and open communication with the [Area Education Specialist](#) is critical to a successful overseas tour. The Education Specialist can assist you with all special education needs. Sponsors (military and civilian) with dependents that have special needs need to complete the [DD Form 2792-1](#) and complete the overseas educational screening process.

The Process for Dependents with Special Education Needs

| | |
|---|--|
| Military Dependents  | Must go through an educational screening through the Service's Exceptional Family Member Program (EFMP) prior to receiving orders. NDSP must determine if adequate support services are available at the receiving duty station. |
| Civilian Dependents  | Must complete DD Form 2792-1 prior to their Permanent Change of Station (PCS). The completed form must be submitted to your sending human resources department. The NDSP Education Specialist will conduct an educational screening to determine if the special education needs of the student can be met at the PCS location. While agencies cannot preclude you from accepting an assignment, you should carefully consider the consequences and impact if you choose to accept an assignment if travel is not recommended by the NDSP Education Specialist. |

Please request a copy of the final determination and recommendations from the Exceptional Family Member Program (EFMP) for military members, or human resources department for civilians.

For the education of a special needs child, in lieu of the school at post rate, a separate allowance rate is provided each school year up to \$71,500 for school at post or home study/private instruction (including tutoring) or up to \$89,000 for school away from post.



NOTE: All special education needs must be pre-approved and coordinated with the Education Specialist for the designated area. Contact the [Area NDSP Education Specialist](#) regarding support for children with special education needs in the NDSP.

Expenses

Authorized Expenses

The following expenses are authorized when utilizing a school “At Post” or “Away from Post.” This section does not include authorized costs for home study/private instruction.

| Expense | Description |
|---|---|
| Tuition | Standard, publicly advertised charges and matriculation fees paid in advance for each student per school year or semester of attendance. Schools are required to provide an itemized fees schedule. |
| Enrollment & Registration | Reimbursement of enrollment fees and other registration costs (one-time fees) will be paid only once per assignment tour unless the school does not offer the next grade. |
| Transportation | <p>Transportation expenses may be paid or reimbursed up to the DSSR rate for the duty location.</p> <ul style="list-style-type: none"> ▪ “At Post” - One round trip per day is allowed, that is, one trip from residence to school and return. The one way distance must exceed one mile. Sponsors must utilize transportation provided by the school, contracted transportation, U.S. government transportation, or commercial transportation. If these are not available, Private Occupancy Vehicle (POV) transportation may be used. ▪ “Away from Post” - NDSP will fund transportation from the duty station to school once at the beginning of the school year and transportation from school to the duty station once at the end of the school year up to the limits of the DSSR. |
| Textbooks & Workbooks | Textbooks and workbooks purchased or rented by DoD students that are required by the curriculum and are included in the school’s fee schedule. |
| Musical Instrument Rental | Rental fees for instruments obtained from the school as part of the school curriculum. |
| Technology | Technology fees cannot include the purchase or lease-to-own of a personal computing device. In instances when the technology fee is over \$300.00, sponsors must submit an itemized list of what the technology fee covers upon NDSP enrollment. |
| Building and Capital | All building and capital fees are authorized. |
| Subject & Curriculum Materials | Library, science, home economics, chemistry, arts and crafts, laboratory fees, and fees for cooking materials normally consumed at the school in home economics classes. |
| Course Examination | Costs or fees for course-required examination/tests for students in grades 11 and 12 enrolled in the International Baccalaureate Diploma and Certificate programs. Transportation is not authorized to/from the test sites. |
| Advance Placement Courses | Costs associated with the enrollment in Advanced Placement Program courses or course-required examinations are authorized. Transportation is not authorized to/from the test sites. |
| Assessments | Assessments consistent with U.S. public schools requirements — annual standardized assessments to measure student performance are authorized when administered by the school or, on a case-by-case basis, when there is a justified need. Transportation is not authorized to/from the test sites. |

Unauthorized Expenses

The following is a sample list of unauthorized expenses when utilizing a school "At Post" or "Away from Post."

This section does not include unauthorized costs for home study/private instruction.

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Lunches/school meals ▪ Uniforms ▪ Personal computing devices (e-readers, laptops, netbooks, iPads, calculators, etc.) ▪ Field trips of any kind (required or not) ▪ Before/after school care ▪ Internet access ▪ Magazine or newspaper subscriptions ▪ Insurance | <ul style="list-style-type: none"> ▪ Debentures ▪ Transportation for boarding school eligible students during school holidays ▪ Any ACT/SAT associated costs ▪ Fees which include items for the students to retain (such as technology fees for computers, uniforms, cell phones, tablets, e-readers, netbooks, etc.) |
|---|--|

Expenses-Home Study/Private Instruction

Review the chart below to see the authorized and unauthorized expenses for home study/private instruction.

| Authorized | Unauthorized |
|---|--|
| <ol style="list-style-type: none"> 1) Traditional K-12 curriculum and other supplemental materials as may be appropriate (textbooks and other pertinent instructional materials) for math, science, language arts, social studies, and other subjects on a grade/age-appropriate basis 2) Expendable supplies which are normally provided free of charge in U.S. public schools 3) Fees charged for access to libraries, recreation facilities, schools for education-related curriculum activities, or participation on school athletic or extracurricular teams which are normally free of charge in U.S. public schools 4) Fees for curriculum-related online Internet services such as study programs, library services and distance learning 5) Rental of curriculum-related equipment such as microscopes or very large band instruments (such as a tuba), which would normally be provided by U.S. public schools 6) Required testing materials by either the formal home study course or other authorized program 7) Tuition charges, shipping costs, lesson postage, online Internet and facsimile charges associated with a formal recognized home study course 8) Instructional CDs/software, curriculum guides, manipulative materials for math | <ol style="list-style-type: none"> 1) Purchase or rental of items which have broader use than the course being studied (computer equipment, furniture, band instruments and other items not ordinarily provided free of charge by public schools in the United States). 2) Parental training in home study/private instruction 3) Any form of compensation to the parent, nanny, childcare or supervisory costs 4) Travel and transportation costs 5) Personal telephone, internet, satellite, cable or other communication services 6) Fees for museums, cultural events, or performances that would normally be paid by parents of children in the U.S. 7) Equipment such as computer, keyboard, printer, television, fax/scanner machine, furniture 8) Non-course specific software programs, CDs, videos, DVDs 9) General reading materials, reference materials (dictionaries, encyclopedias, globes) 10) Expendable supplies that are normally purchased by parent in the U.S. (paper, pencils, markers) 11) Private lessons 12) Membership in gymsnasiums, cultural clubs, spas, and other private clubs. 13) Religious textbooks, Bibles, workbooks, daily devotionals, or any material primarily for religious instruction |

Understanding NDSP Registration Process

Upon receipt of assignment orders to an overseas location where there is no DoDEA school, contact the NDSP Liaison or point of contact (POC) at your gaining command/new location. The NDSP Liaison/POC will provide information on available schooling options at that location.

NDSP also has a [Non-DoD Schools Listing](#) on its website. This list is not an “approved” list, but a listing of schools utilized by NDSP students in the past. Gather information about the educational options available and decide which option is best for your dependent(s).



RECOMMENDATION: It is recommended that you review the [Choosing an International School Brochure](#), if applicable, to assist you in the decision-making process.

Steps in the Process

| 1 Family Budget Planning Tool | 2 Student Online Registration | 3 Enrolling in a School |
|--|---|---|
| <p>All Sponsors ARE REQUIRED to complete an NDSP Family Budget Planning Tool as a part of first time registration and any change of school request in order to understand the education costs. Reimbursements may not be processed without the first time submission of the NDSP Expense Plan.</p> <p>Please review and complete the complete the NDSP Family Budget Planning Tool.</p> <p>No reimbursements will be made without a school calendar and fee schedule (the fee schedule is required if the school charges tuition).</p> | <p>Please click the link to register in the NDSP Student Online Registration (SOR) system.</p> <p>Once the application is submitted, you will receive an email stating that the application will be reviewed within 14 business days.</p> <p>NDSP Eligibility will process the enrollment through and send an email notification to the sponsor and NDSP Liaison upon finalizing and authorizing the registration.</p> | <p>Upon receipt of the email notification of approval from NDSP (within 14 business days), the sponsor may proceed with completing enrollment to the school listed in the email.</p> <p>If you have not chosen a school, you must notify NDSP Management once a school is selected. The sponsor MUST obtain approval for tuition and other expenses from DoDEA HQ NDSP Office prior to incurring any expense, or signing any agreements and/or contracts.</p> |
|  <p>RECOMMENDATION: It is recommended for the sponsor to submit the Family Budget Planning Tool annually.</p> |  <p>NOTE: Students who have special education needs should contact the Area NDSP Education Specialist.</p> <p>See the NDSP Special Education section on our website and the area education contact information on the contact page. Parents electing to enroll their dependents in a home study/private instruction program should refer to Home Study/Private Instruction.</p> |  <p>NOTE: Be sure to read all contracts and agreements carefully and understand early withdrawal penalties. The sponsor is entering into the contract, not DoDEA. Any penalty fees for failure to comply with the school's contract are the responsibility of the sponsor.</p> |

NDSP Reimbursement of Costs

All applications, deposit, tuition, transportation and other fees can be submitted to NDSP Headquarters for reimbursement once the sponsor has arrived at the OCONUS duty station.

No fees can be reimbursed prior to the sponsor's arrival to the duty location. Review the NDSP website for the [Procedures for the Submission and Payment of Invoices](#). Reimbursements may take up to 30-40 days due to the Defense Finance and Accounting Service (DFAS) processing times.

Change of School Requirements

- 1) NDSP requires documentation for any change in a school. If the change of school is applicable for the next school year, the process will be completed during the annual re-registration period via the [Sponsor Portal](#). If the change of school occurs outside the annual re-registration period, the sponsor must submit the [DoDEA Form 610 - Application For Enrollment in a Non DoD School](#), school fee schedule, and school calendar to [NDPS Management](#) for approval. A new approval email notification will be sent to the sponsor upon finalizing and authorizing the change of school request. Upon receipt of the email notification of approval from NDSP (within 14 business days), the sponsor may proceed with completing the application to the school listed in the email.
- 2) The sponsor must complete the [NDSP Family Budget Planning Tool](#) to ensure knowledge regarding the DSSR, allowable costs and costs to the sponsor.
- 3) If the student receives services as part of a Learning Support Plan/Individual Education Program (IEP), the sponsor must contact the area [NDSP Education Specialist](#) for coordination. If there are education concerns, the sponsor should contact NDSP Education Specialist.



NOTE: The NDSP pays one-time fees (i.e., building and maintenance fees, admission fees, laboratory, library, group sports class fees, required "donations, registration and matriculation fees) if listed on the school's fee schedule, only once during a sponsor's tour of duty unless the school does not offer the next grade.

Annual Registration in NDSP Requirement

All families already enrolled in NDSP must re-register each year. Click the link to access the [Sponsor Portal](#). It is an abbreviated process in which you verify intention of attendance in an NDSP school and provide the school fee schedule, the next school year calendar and invoice (if available). Additionally, if a sponsor's orders are due to expire during the school year or the sponsor is extended, new orders/extension documents must be submitted to NDSP. Tuition payments will not be made if there is an expired Date Eligible for Return from Overseas (DEROS)/Projected Rotation Date (PRD). Any change of school requests for the next school year may be completed during the re-registration process.



RECOMMENDATION: It is recommended that the sponsor complete the [NDSP Family Budget Planning Tool](#) annually to ensure knowledge regarding the current DSSR, allowable costs, and costs to the sponsor.

Withdrawal Procedures

When a sponsor withdraws their child from a school, the sponsor must notify three offices:

- The school the student is attending,
- The local NDSP Liaison, and
- The [Non-DoD Schools Program Processing/Invoicing Office](#) at DoDEA NDSP Headquarters.

If the child participates in a group transportation option, ensure the transportation office is notified.



NOTE: Be aware of the school's timeline for notification for withdrawal! Failure to give proper notice may result in an early withdrawal fee which is not an authorized expense for reimbursement.

Exception to Policy for English-Speaking Countries

Sponsors must demonstrate that they have applied and/or registered their children for the local public school system as outlined in [DoDEA Regulation 1035.1, Use of Non-DoD Schools](#), paragraph 4.6.2.

Sponsors assigned to the United Kingdom may apply and be reimbursed for one private school application fee in order to have an alternative in case a school "satisfactory to the Secretary" cannot be secured. Schools in the United Kingdom are satisfactory if they have an Office for Standards in Education (OFSTED) score of 1, 2, or 3. With required documentation, NDSP will consider exceptions to policy in situations related to access and safety. Please refer to [NDSP: Student Placement and Exceptions to Policy Procedural Guidance](#).

All requests must follow the exception to policy procedures and must be submitted in writing to the [DoDEA NDSP Office](#). NDSP will not pay or reimburse private school deposits if the exception to policy is not granted.

Exception to Placement or Policy

Requests for an exception to policy are reviewed and responded to by the DoDEA Director's designee. Any requests to exceed provisions established by the DSSR require review and approval from the DoDEA Director. The sponsor must be registered with NDSP prior to requesting an exception to policy. Please click the link to access [NDSP Student Online Registration System](#).

Requests for exceptions must be submitted in writing to the [DoDEA Non-DoD Schools Program](#) and include:

- A signed letter that addresses the extenuating circumstances for which the sponsor is requesting an exception to policy.
- A signed memorandum by the command endorsing the exception to policy.
- Exceptions to exceed the DSSR require documentation of costs.



NOTE: Exception requests may take up to thirty days to process, depending on the complexity. Submit requests to [NDSP Management](#).

Contacts for Support

| Who | What | How |
|---------------------------------------|--|---|
| NDSP Program Management | Contact NDSP Program Management for any questions regarding registration, eligibility, DROS extensions, NDSP policy, exceptions to policy, and requests for non-English school enrollment or boarding school. NDSP Liaisons should contact NDSP Program Management with any questions. | Phone: Commercial: 571-372-0591 DSN: 312-372-0591 Email: NDSP.Management@hq.dodea.edu |
| NDSP Resource Management | Contact NDSP Resource Management for any questions regarding the NDSP Liaison Portal, NDSP Liaison changes, NDSP Sponsor Portal, submission of the NDSP Family Budget Planning Tool and Home Study/Private Instruction Education Plan. | Phone: Commercial: 571-372-0591 DSN: 312-372-0591 Email: NDSP.Administration@hq.dodea.edu |
| NDSP Invoice Processing Office | Contact the NDSP Invoice Processing Office concerning payment /reimbursement of educational expenses. | Phone: Commercial: 571-372-0591 DSN: 312-372-0591 Fax: 571-372-1908 Email: <i>Americas: (SOUTHCOM & NORTHCOM)</i> NDSP.invoices.Americas@hq.dodea.edu <i>Europe: (CENTCOM & AFRICOM)</i> NDSP.invoices.Europe@hq.dodea.edu <i>Pacific: (PACOM)</i> NDSP.invoices.Pacific@hq.dodea.edu |
| NDSP Education Specialist | Contact the area NDSP Education Specialist concerning educational inquiries, including special education, supplemental instructional support (academic support, supplemental coursework, etc.), and home-based education options. | Americas: (includes SOUTHCOR & NORTHCOM) Email: NDSP.Education.Americas@am.dodea.edu Phone: (910) 451 2575 ext. 115 Europe: (includes CENTCOM & AFRICOM) Email: NDSP.Education.Europe@eu.dodea.edu Phone: <i>Inside Germany:</i> Commercial: 0611-143-545-1535/1537/1538 DSN: 545-1535/1537/1538 <i>Outside Germany:</i> Commercial: +49-611-143-545-1535/1537/1538 DSN: 314-545-1535/1537/1538 Pacific: (includes PACOM) Email: NDSP.Education.Pacific@pac.dodea.edu Phone: Commercial: 011-81-98-953-5677 DSN: 315-644-5677 |

Glossary



Boarding School

A school providing a full education with residence halls on campus.

Command Sponsored Dependent

A minor dependent residing with the active duty military or the full-time civilian sponsor at an OCONUS location where an accompanied tour is authorized; the sponsor is authorized to serve that tour ([DoDEA Regulation 1342.13. DoDI 1315.18](#)).

Commuting area

The commuting area of a school is within one hour of the sponsor's assigned duty station.

DSSR Rates

Education allowances set by the Department of State (DoS) and is published in the [Department of State Standardized Regulations](#).

Education rate

The amount authorized to defray the expenses incurred by the sponsor by reason of service in a foreign area, not otherwise compensated for, in providing adequate elementary and secondary education for a child or children. The education allowance is referred to as the [DSSR](#) rate.

Non-DoD Schools Program (NDSP)

Non-DoD Schools Program (NDSP) Non-DoD Schools Program (NDSP), managed by the Department of Defense Education Activity (DoDEA), provides financial and educational support to authorized dependents of eligible DoD civilian and military sponsors assigned to foreign locations outside the commuting area of a DoDEA school.

School-aged dependents

An individual who is the child, stepchild, adopted child, or ward of a DoD sponsor, residing with the sponsor and is eligible for other command sponsorship services and postal services privileges, has not completed secondary school, and will reach his or her 5th but not 21st birthday by September 1 of the current school year (or February 1 in the Southern Hemisphere).

School "Acceptable/Satisfactory to the Secretary"

The Department of Defense considers schools "adequate" and/or "satisfactory to the Secretary" if they provide an educational curriculum and services comparable to those without charge in public schools in the United States. The major criterion of adequacy is whether a child of normal ability, upon completion of a grade or its equivalent, can enter the next higher grade in a public school in the United States.

"School Satisfactory to the Secretary of Defense"

Abiding by [DoDEA Regulation 1035.1](#), paragraph **4.10, 5.4.2, and E2.1**.

School "At Post"

An elementary or secondary school within daily commuting distance of the employee's post of assignment.

School "Away from Post"

An elementary or secondary school (NDSP grades 6-12 only) so far beyond daily commuting distance of the employee's post as to necessitate board and room in connection with attendance.