

# **NON-DOD SCHOOLS PROGRAM (NDSP)**

## **PROGRAM GUIDANCE**

### References:

- (a) DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Minor Dependents in Overseas Areas," September 20, 2006
- (b) DS Regulation 1035.1, "Use of Non-DoD Schools," August 14, 2003
- (c) U.S. Department of State Standardized Regulations (DSSR) Section 270, "Education Allowance," July 22, 2007

Use of non-DoD schools by eligible dependents as defined by Reference (a) may be authorized when DoD dependents' schools are not available. This guidance is provided to clarify provisions of References (b) and (c) and to explain what educational support may be authorized. Procedures governing the use of non-DoD schools are contained in Reference (b). Whether parents are sending their children to an international school, a local public school, or are providing home-based educational program, these topics may be of interest.

### **Advanced Placement (AP) /International Baccalaureate (IB) Courses**

- Costs associated with enrollment in Advanced Placement Program courses and course required examinations are authorized. If the school does not offer advanced placement courses, costs or fees for course-required examinations/tests for students in grades 9-12 enrolled in the International Baccalaureate Diploma Certificate Programs are authorized. Funding for AP and IB examinations will be authorized only for students enrolled in AP or IB courses.

### **Age Requirements**

- An eligible dependent is one who has not completed secondary school and who will reach his or her 5<sup>th</sup> but not 21<sup>st</sup> birthday by October 31 of the current school year (or March 31 in the southern hemisphere). Children ages three through five with developmental delays and disabilities may be eligible for services if they meet the DoDEA special education criteria.

### **Attendance and Duration of Tuition Support**

- DoDEA tuition and other authorized financial support for eligible students attending non-DoD schools is limited to the period of the assignment defined in the sponsor's orders.
- DoDEA funding terminates at the date of the sponsor's DEROS/PRD. Exceptions are as follows:
  - Student enrolled in private day school may be permitted to complete the current school year in the same school if the sponsor receives PCS orders after the beginning of the school year in accordance with DSSR 276.5. DoDEA support in this instance is limited to tuition only; dormitory/residential fees are the responsibility of the sponsor.

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- Student living in a dormitory associated with private school may be permitted to complete the current semester in the same school if the sponsor receives PCS orders after the beginning of the school year in accordance with DSSR 276.5.
- Students enrolled in a home-based educational program or correspondence course program may complete the school year if the sponsor receives PCS orders after the beginning of the school year in accordance with DSSR 276.5.
- Sponsor is responsible for notifying the area Non-DoD Schools Program manager of any changes, extensions, curtailments, transfers, and for providing appropriate documentation to ensure continuation of support.

### **Certification**

- DoDEA does not accredit, certify, or designate a particular school that dependents must attend. Parents may choose a school (or home-based educational program) in accordance with the attached Elementary (K-5), Middle School (6-8), High School (9-12) Placement Tables. Additional information regarding schools in locations not served by a DoD school may be found at: <http://www.state.gov/m/a/os/c16483.htm>

### **Correspondence Courses**

- See Home-Based Educational Program

### **Dormitory Schools/Placement**

- See Student Placement

### **Driver's Education**

- Driver's education is not a reimbursable fee.

### **Education Allowance and DSSR Rate**

- The Education Allowance is designed to assist in defraying those costs necessary to obtain educational services which are ordinarily provided without charge by the public schools in the United States, plus, in those cases where adequate schools are not available at the sponsor's post, the costs of room and board and periodic transportation between the sponsor's post and the nearest locality where an adequate school is available.
- The rate of educational allowances for each country is set by the U.S. Department of State. Rates are posted at [http://www.state.gov/rates/by\\_location.asp](http://www.state.gov/rates/by_location.asp)

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### **Eligibility Criteria**

- Eligibility to attend a non-DoD school at Government’s expense is limited to command-sponsored dependents only. A command-sponsored dependent is a minor residing with the active duty military or the full-time DoD civilian sponsor at an OCONUS location where an accompanied-by-dependent tour is authorized; the sponsor is authorized to serve that tour, and where the dependent meets the following conditions:

1) The dependent is eligible for travel to or from the member’s permanent duty station (PDS) incident to the PCS orders.

2) The dependent is authorized by the appropriate authority to be at the member’s PDS.

3) As a result of the dependent’s residence in the vicinity of the sponsor’s duty station, the sponsor is entitled to station allowances at the “with family” rate.

### **Examinations**

- Fees for required examinations such as the GCSE and IGCSE, may be reimbursed. Examination preparation courses may **not** be reimbursed.

### **English as a Second Language**

- English language instruction provided to a child not speaking English sufficiently well to participate fully in a school’s curriculum may be authorized up to the maximum allowable rate of \$3,000.

### **Field Trips**

- **Mandatory Curricular Field Trips** - are defined by DoDEA as organized, school-sponsored activity trips for grades 6-12 (including overnight trips) that are a specifically required component of a regularly scheduled course and participation/non-participation in the activity/trip is directly related to the student’s grade for the course, promotion, or graduation, i.e. non-participation will negatively impact the student’s grade. The mandatory nature of the activity and the curricular relevance must be supported in writing by the principal/headmaster of the school.

DoDEA will pay for transportation and entrance fees provided the cost, when combined with tuition and other reimbursed costs, does not exceed the annual DSSR rate. Payment of student per diem-related expenses involving food, lodging, and incidental expenses is prohibited.

- **Athletic Trips** – are defined by DoDEA as school organized and sponsored athletic trips (e.g. Varsity), required to participate in routine team sports or individual athletic competition for grades 9-12. DoDEA will pay for transportation provided the cost, when combined with tuition and other reimbursed costs, does not exceed the annual DSSR rate. Payment of student per diem-related expenses involving food, lodging, and incidental expenses is prohibited.

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- **Non-Mandatory Curricular Field Trips and Non-Competitive Athletic Field Trips** - are defined by DoDEA as those taken to enhance general knowledge or to supplement a current course or topic of study. Non-participation in these organized, school-sponsored field trips does not affect the grade for the course, promotion, or graduation. DoDEA will pay surface transportation only provided the cost, when combined with tuition and other reimbursed costs, does not exceed the annual DSSR rate. Payment of student per diem-related expenses involving food, lodging, and incidental expenses is prohibited.

### **Foreign Language Instruction**

- See Supplementary Instructional Support

### **Gifted Education**

- See Supplementary Instructional Support

### **Home-Based Educational Program**

- A complete academic course using correspondence course and/or other appropriate materials in the home including online school programs.
- Religious, partisan, sectarian or denominational materials may not be purchased with money provided by the NDSP.
- In Lieu of the “school at post” rate (DSSR), funding is limited up to \$5,700 each school year for grades K-8 and up to \$7,700 in grades 9-12 or as specified by the DSSR; however, if the local school is certified as appropriate by the US Department of State, reimbursement is limited to the school at post rate if it is lower than the home-based educational program/private instruction.

➤ Allowable Expenses for Reimbursement:

1. Traditional curriculum and other supplemental materials as 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. Tutorial or independent study costs to ensure that a child receives age/grade appropriate instruction. The head of agency or designee could reimburse the tutorial of, for example, a 17-year old “senior” taking calculus or physics.
4. Fees charged for access to libraries, recreation facilities, schools for education-related curriculum activities, or participation on school athletic

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or extracurricular teams which are normally free of charge in U.S. public schools. For example, required research for projects, group physical education or group music activities, participation on school athletic team or debate team above what is charged students attending the school.

**Reimbursements for private music and private physical education lessons are not authorized.**

5. Fees for curriculum-related on-line internet services such as study programs, library services and distance learning.
6. Rental of curriculum-related equipment such as microscopes or very large band instruments (such as the Sousaphone) which would normally be provided by U.S. public schools.
7. Required testing materials by either the formal home-based study course or other authorized program.
8. Advisory teaching service affiliated with formal recognized home-base educational program course.
9. Tuition charges, shipping costs, lesson postage, on-line internet and facsimile charges associated with formal recognized home-based educational program or other authorized program

### ➤ Non-allowable Expenses

1. Purchase or rental of items which have broader use than the course being studied (such as computer hardware, band instruments except as noted above).
  2. Parental training in home-based educational program.
  3. Any form of compensation to the parent such as childcare or supervisory costs.
  4. Travel and transportation costs at post or away from post.
  5. Personal telephone, internet, satellite, cable or other available communication subscription fees.
  6. Fees for museums, cultural events, or performances that would normally be paid by parents of children in the U.S.
- Information regarding home-based educational program is available from the State Department web-site, [Welcome to Office of Allowances](#) and the Area Non-DoD Schools Program Manager, [DDESS-Americas \(http://www.am.dodea.edu/NDSP/\)](#), [DoDDS-Europe \(http://www.eu.dodea.edu/nondod.htm\)](#), [DoDDS-Pacific \(http://www.pac.dodea.edu/edservices/NonDoDSchools/nondod.htm\)](#).

### Lunch Fees

- Generally, NDSP will not provide support for meal programs. However, sponsors may request financial support and these requests will be considered using free and reduced lunch criteria. Assistance in determining student eligibility under these criteria may be provided by component school liaison officers.

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### **One Time Fees:**

- The Non-DoD Schools Program pays one-time fees or special costs (i.e., building and maintenance fees, admission fees, registration and matriculation fees if listed on the school's fee schedule, laboratory, library, group sports class fees, and required "donations") only once during a sponsor's tour of duty. Except in areas when: 1) the non-DoD school attended does not offer the next grade, e.g., elementary to middle or middle to high school, or the appropriate program; 2) the non-DoD school is not able to accommodate the needs of the child and recommends another school, or; 3) the sponsor is transferred. Should the sponsor wish to transfer the child to another school, the program may pay only the difference between what the base school\* charges and what has already been paid. The sponsor will be responsible for any difference between that amount and the full cost of the new school. The payment of one-time fees is limited to an amount not to exceed the total of all one-time fees charged by the base school.

\* Base School – as defined by the Department of State Standardized Regulations is the base school used to establish the maximum "at post" education allowance for grades K-12. It is usually the least expensive adequate school available to USG families at post.

### **PSAT/SAT/ACT**

- PSAT examination fees for students in grades 10 and 11 may be reimbursed. PSAT examination preparation courses may **not** be reimbursed.
- Costs for SAT/ACT examinations are not authorized. Travel expenses to and from SAT testing centers will **not** be reimbursed.
- Costs for SAT/ACT preparation courses and materials are **not** authorized.

### **Second Language**

- See Supplemental Instructional Support

### **Special Education**

- See information available at this site: <http://www.dodea.edu/curriculum/specialEduc.cfm>
- **Student Placement (incl. Dormitories)**
- Student placement in locations not served by a DoD school is determined by the location of the sponsor's assignment and the student's grade level. Parents should refer to the attached School Services/Placement Tables for general guidance and refer specific questions to the Area NDSP Program Manager.

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- Payment of transportation fees for parent travel to accompany a child to and from a boarding school is not authorized.

### **Summer School**

- Summer school may be approved on a case-by-case basis in those instances where it is mandatory to make-up instructional time lost due to evacuation, permanent change of station move, differences in the inclusive dates of the school year, or other unforeseen emergency situations.
- Services for students with disabilities may be provided during school recess periods only when required by an IEP as an extended school year. Determination of the need for extended school year is made in accordance with DoD Instruction 1342.12 and Area guidance.

### **Supplemental Instructional Support**

- Supplemental instructional support may be reimbursed up to the allowable rate but must be **pre-approved by DoDEA**. In addition to the “Base School” educational allowance, \$3,000 per student – per school year may be authorized only for the following reasons:
  - **Foreign Language:** The approved school offers its curriculum in a language that the child does not know well enough in order to progress in the curriculum. Students attending a school where the language of instruction is other than English may be authorized tutoring in the foreign language up to the maximum allowable rate of \$3,000. Approval for supplemental instruction must be based on documented education need. Materials required for language instruction/tutoring must also be approved in advance. Authorized services are based on the language proficiency and age of the child.
  - **Gifted Education:** Students may qualify under the DoDEA criteria for supplemental instruction or materials for gifted education by submitting documentation from the previous public or private school’s gifted education program or the current public or private school’s assessment. Parents must submit evidence to support requests for assessments. The maximum allowable rate for supplemental instruction for gifted education is \$3,000.
  - **Tutoring/Supplemental Course Work:** The child requires assistance in basic classes:
    1. In grades K-3, the student requires compensatory/supported instruction because he/she is not progressing or performing within the normal developmental range.
    2. In grades 4-12, the student is failing or in jeopardy of failing (this includes AP and IB courses).
      - The approved school does not provide instruction in academic subjects generally offered by public schools in the United States for students in grades 9-12 (i.e., English, United States history, United States government, geometry, algebra) and

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the student will have no other opportunity to complete the courses prior to graduation.

- The approved school requires additional instruction to enable the child to enter a grade or remain in the same grade in the school.
- The child, upon returning to post along with his/her family subsequent to an authorized/ordered evacuation, requires additional instruction to successfully complete the current school year.

The sponsor and school must submit documentation in evidence of a request for supplemental instruction. This may include current grade/progress reports and narrative description of current functioning from the teacher. Additional information may be requested. Approvals are generally for a nine-week period. Requests for extended tutoring must be accompanied by a progress report for the previous period of authorized assistance.

Tutoring time is based on the age of the child and the curricular areas being addressed. Tutoring is generally authorized for one to five hours per week. Tutoring will not be authorized to assist in completing homework.

#### **System-Wide Testing**

- DoDEA conducts system-wide testing to measure the educational effectiveness of instruction in a school system. Students in the Non-DoD Schools Program may participate in the DoDEA system-wide testing program. Parents requesting that their children participate may take their child to the nearest DoDEA school to participate in system-wide testing provided the arrangements are made sufficiently in advance for materials to be available. Travel expenses will not be reimbursed.
- System-wide testing conducted by an international school, where cost is included in the tuition, will be supported.

#### **Tutoring**

- See Supplemental Instructional Support

**Placement of Students  
in Locations not Served by DoDEA**

Elementary School Services/Placement (Grades K-5)	Middle School Services/Placement (Grades 6-8)	High School Services/Placement (Grades 9-12)
<p><u>Grades K-5, in priority order:</u></p> <ol style="list-style-type: none"> <li>Local public school delivering instruction in English and is tuition-free;</li> <li>Exception for South Africa, Singapore, and Jamaica</li> <li>If not available then,                             <ul style="list-style-type: none"> <li>Home schooling/ correspondence courses reimbursed by DoDEA (parent option), <b>or,</b></li> <li>Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA.</li> </ul> </li> </ol>	<p><u>Grades 6-8 in priority order</u></p> <ol style="list-style-type: none"> <li>Local public school delivering instruction in English and is tuition-free;</li> <li>Exception for UK, Australia, New Zealand, South Africa, Singapore, and Jamaica</li> <li>If not available then,                             <ol style="list-style-type: none"> <li>Home schooling/ correspondence courses reimbursed by DoDEA (parent option), <b>or,</b></li> <li>Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA;</li> </ol> </li> <li>Private Boarding school.<sup>2</sup></li> </ol>	<p><u>Grades 9-12 in priority order</u></p> <ol style="list-style-type: none"> <li>Local public school delivering instruction in English and is tuition-free;</li> <li>Exception for UK, Australia, New Zealand, South Africa, Singapore, and Jamaica</li> <li>If not available then,                             <ul style="list-style-type: none"> <li>Home schooling/ correspondence courses reimbursed by DoDEA (parent option), <b>or,</b></li> <li>Local private day school delivering instruction in English (or any language acceptable to the parents) - tuition reimbursed by DoDEA;</li> </ul> </li> <li>Private Boarding school. (Note <sup>2</sup>)</li> </ol>
<p><b>Exceptions</b></p>	<p>The only exception to this policy will be for those dependents whose DoD sponsors are either independently assigned to a Department of State activity or in a personnel exchange program status to a host nation program. In these cases the DoD sponsor will be afforded the same educational allowance provided to Department of State employees or to members of the host nation program to which the DoD sponsor is assigned or attached up to the published Department of State Standard Regulation rate.</p>	

\* Guidance becomes effective in the northern hemisphere in August/September 2007 for School Year 2007-2008. Guidance becomes effective for all locations in the southern hemisphere with the exception of Alice Springs, Australia, in January 2008 for School Year 2008. Alice Springs is scheduled for implementation in January 2009.

**Note:** At all times, locations, and grade levels, parents may independently elect a home-based educational program or enroll their child(ren) in a local, tuition free public school delivering instruction in any language.

<sup>1</sup> "Local" = within 60 minutes (one-way) from the military installation (where military members select their own housing) or from the government provided housing area (the government must own or directly lease the quarters) as the standard commuting distance.

<sup>2</sup> Boarding school delivering instruction in English (or any language acceptable to the parents) within the established DSSR cap based on the sponsor's post location.