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Non-DoD Schools Program

NDSP

Sponsor Online Orientation



NDSP Online Orientation Objectives

Upon completion of the NDSP Online Orientation, sponsors will:

1. Understand what NDSP is, who is eligible, and what the basic entitlements are.
2. Understand what the DSSR is.
3. Know the DSSR rate for the grade level of the sponsor's dependents and the sponsor's duty station.
4. Know what expenses are eligible for reimbursement and what expenses are not.
5. Understand that any educational expenses (i.e. tutoring, special education or gifted) must be pre-approved by the area NDSP Instructional Systems Specialist (ISS). If not pre-approved, the sponsor is responsible for the expenses.
6. Understand the enrollment process and when it is permissible to commit government funds for educational expenses the sponsor expects to be reimbursed for through the NDSP.
7. Know who to contact if they have further questions regarding NDSP.



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Non-DoD Schools Program (NDSP)

What is NDSP?

- "NDSP" stands for the Non-DoD Schools Program. The Department of Defense Education Activity (DoDEA) manages the program worldwide. The program provides financial support to defray the educational costs to authorized dependents of eligible DoD sponsors assigned to foreign locations outside the commuting area of a DoD 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 children need support for special education, families 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. Families will need to choose between the schools that are listed on the EFMP/Civilian screening document.



Non-DoD Schools Program (NDSP)

How do I know if it is an NDSP location?

- There are a variety of ways to find out if the command you are transferring to is an NDSP location.
 1. Plan My Move provides you with access to information about a variety of information about your new location including: education, entitlements and benefits, points of contact, checklists, planning tools, and information on employment. <http://apps.militaryonesource.mil/MOS/f?p=PMM:ENTRY:0>
 2. There are resources that can provide you with information about the educational options at your receiving command. Contact your sponsor, the NDSP Liaison, the School Liaison Officer, or even a colleague.
 3. Contact the DoDEA NDSP office. See the contacts page.
 4. Visit the DoDEA website to see if there is a DoDEA school that serves your child's grade at your new overseas location. If there is, it is not an NDSP location. <http://www.dodea.edu/aboutDoDEA/districtsAndSchools.cfm>



Non-DoD Schools Program (NDSP)

Are my dependents eligible for NDSP?

- Non-DoD Schools Program eligibility is determined by the following criteria:
 - Sponsors must be assigned to a location outside the commuting area of a DoD school.
 - 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 Department of Defense who is employed on a permanent full time basis, stationed overseas, and is either a citizen or a national of the United States;
 - Sponsors must be authorized to transport dependents to or from an overseas area at government expense, and,
 - Sponsors must receive an allowance for living quarters in that area with the “at family” or “with dependent” rate.

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.



Non-DoD Schools Program (NDSP)

Kindergarten Enrollment Age

- DoD dependents under the NDSP may follow the host nation school's age requirement for entrance into the US equivalent of kindergarten and first grade.
 - If the host nation school will accept the child into the US equivalent to kindergarten and the child turn five years old after September 1 or February 1 in the southern hemisphere, 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.
 - If the host nation school will accept the child into the US equivalent to kindergarten and the child turn five years old after September 1 or February 1 in the southern hemisphere, supporting documentation by the school must be submitted during the NDSP online registration process. NDSP will fund for only one year prior to the equivalent of US first grade (kindergarten).
- Please note that 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 US 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.



Non-DoD Schools Program (NDSP)

Is Pre-K covered under the NDSP?

- Pre-K is any education provided more than a year prior to first grade.
- No, Pre-K is not authorized under the NDSP. The Department of Defense Education Activity (DoDEA) is only authorized to enroll and provide financial assistance to eligible dependents in grades kindergarten through twelfth grade.
 - The only exception is when a child between the ages of 3 and 5 is identified with special needs and pre-k services are included in the IEP.
- No exceptions to policy requests are considered for entrance age waivers.
- Pre-K is called different things in various countries. Some examples include:
 - United Kingdom: Pre-K is called RECEPTION or NURSERY
 - Netherlands: Pre-K is called group 1



Non-DoD Schools Program (NDSP)

What is my education rate?

- An education rate is established to assist Sponsors in meeting the extraordinary and necessary expenses incurred by the Sponsor in an overseas location. The education rate is referred to as the DSSR rate. The DSSR is used to defray the costs; it is not meant to cover every expense.
- The education rate is set by the Department of State (DoS) and is published in the Department of State Standardized Regulations. Each location has a DSSR rate for the education allowance. There is an “at post” rate and an “away from post” rate.
 - School at post means an elementary or secondary school within daily commuting distance of the employee's post of assignment.
 - School away from post means an elementary or secondary school so far beyond daily commuting distance of the employee's post as to necessitate board and room in connection with attendance.
- The education rate is your maximum allowance. It is extremely important to know your DSSR rate PRIOR to choosing a school. Your child's tuition, transportation and any other fees in total must be below or within the DSSR. Any expenses incurred above the DSSR rate will be the responsibility of the Sponsor.
- One time fees are not part of the DSSR rate cap and are paid once per tour unless the school does not offer the next grade.
- Visit the DOS website and find your DSSR http://aoprals.state.gov/Web920/location.asp?menu_id=95



Understanding the DSSR

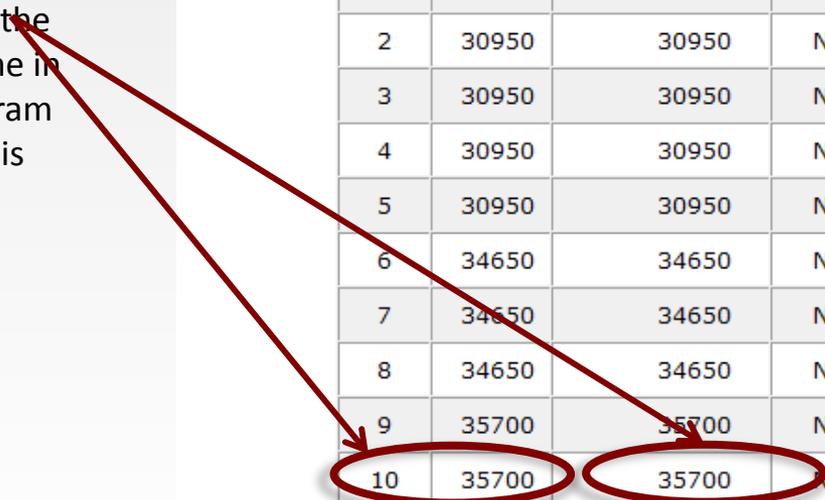
- When the “At Post” and the “Away from Post” rate are the same amount, it means that there are adequate schools available and boarding school is not authorized.
- When the “Away from Post” rate is HIGHER than the “At Post” rate, boarding may be authorized in some locations. You will need to contact the NDSP Program Management Eligibility Team to verify if boarding is authorized.

Education Allowance In U.S. Dollars (DSSR 270)

NETHERLANDS: Amsterdam
Rates Effective: 09/23/2012

Previous Rates:

Grade	At Post	Away From Post	Footnote
K	28650	28650	N/A
1	30950	30950	N/A
2	30950	30950	N/A
3	30950	30950	N/A
4	30950	30950	N/A
5	30950	30950	N/A
6	34650	34650	N/A
7	34650	34650	N/A
8	34650	34650	N/A
9	35700	35700	N/A
10	35700	35700	N/A
11	36600	36600	N/A
12	36600	36600	N/A





Understanding the DSSR

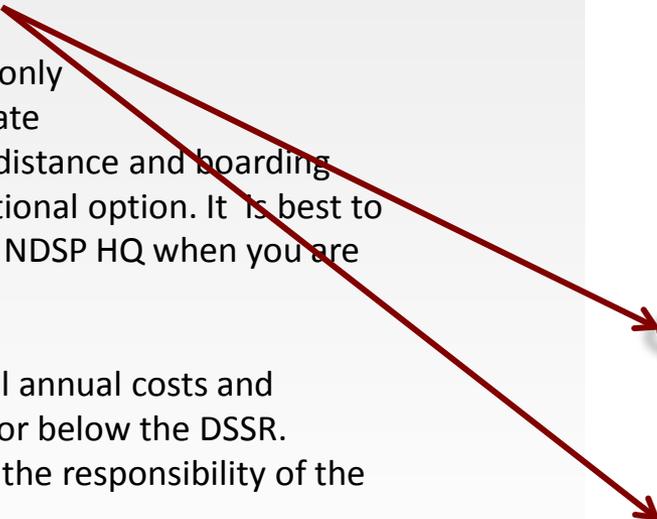
- Location of duty station (not where you choose to live)
- Each grade level has a DSSR rate.
- The “Away from Post” rate is only used when there are no adequate schools within the commuting distance and boarding school is selected as the educational option. It is best to check with the NDSP Liaison or NDSP HQ when you are unsure of which rate to use.
- Remember that the sum of all annual costs and transportation fees must be at or below the DSSR. Anything above that amount is the responsibility of the sponsor.

Education Allowance In U.S. Dollars (DSSR 270)

GERMANY: Garmisch-Partenkirchen
Rates Effective: 07/15/2012

Previous Rates:

Grade	At Post	Away From Post	Footnote
K	21200	21200	N/A
1	21200	21200	N/A
2	21200	21200	N/A
3	21200	21200	N/A
4	21200	21200	N/A
5	21200	21200	N/A
6	21200	21200	N/A
7	22300	22300	N/A
8	22300	22300	N/A
9	28750	56550	N/A
10	28750	56550	N/A
11	28750	56550	N/A
12	28750	56550	N/A





Non-DoD Schools Program (NDSP)

What are the 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 following placement priority order:

- Elementary School Services / Placement (Grades K-5) in priority order
 1. Local public school delivering instruction in English and is tuition-free;
 - Exception for South Africa, Singapore, and Jamaica.

If not available then,

2. Home-based schooling/correspondence courses reimbursed by NDSP (parent option), or,
3. Local private day school delivering instruction in English.

Sponsors desiring their child/children to attend a host nation school with instruction delivered in a language other than English must obtain pre-approval from the NDSP program management. Consideration will be given if the child is fluent in the language of instruction, if there are no other local alternatives, or if it is a cost savings to the government.



Non-DoD Schools Program (NDSP)

What are the Educational Options in NDSP?

Priority order for middle school (grades 6-8) placement of students in NDSP:

1. Local public school delivering instruction in English and is tuition-free; *(Exception for UK, Australia, New Zealand, South Africa, Singapore, and Jamaica)*. If not available then,
2. Home-based schooling/correspondence courses reimbursed by NDSP (parent option), or,
3. Local private day school delivering instruction in English - tuition reimbursed by NDSP. If not available then,
4. When a “tuition-charging school” is authorized, Sponsors may choose to enroll their children in grades 6-12 in an accredited and diploma granting virtual school where students interact with credentialed teachers who deliver comprehensive instruction in a live, online classroom. **THIS OPTION REQUIRES PRE-AUTHORIZATION. ALL REQUESTS TO USE THIS OPTION SHOULD SUBMIT A LETTER OF REQUEST TO NDSP.Administration@hq.dodea.edu.**
5. Private boarding school. Boarding school (OCONUS/CONUS) delivering instruction in English or any language acceptable to the parents within the established DSSR cap based on the sponsor's post location. "Boarding School" is defined as a school providing residence halls on campus and meals in addition to an education. **BE SURE TO CHECK WITH YOUR NDSP LIAISON OR NDSP PROGRAM MANAGEMENT ELIGIBILITY TO ENSURE YOUR LOCATION IS AUTHORIZED FOR BOARDING SCHOOL.**
 - The “At Post” rate may be used to defray the cost of boarding school.

Sponsors desiring their child/children to attend a host nation school with instruction delivered in a language other than English must obtain pre-approval from the NDSP program management. Consideration will be given if the child is fluent in the language of instruction, if there are no other local alternatives, or if it is a cost savings to the government.



Non-DoD Schools Program (NDSP)

What are the Educational Options in NDSP?

Priority order for High School Services Placement (Grades 9-12)

1. Local public school delivering instruction in English and is tuition-free; (*Exception for UK, Australia, New Zealand, South Africa, Singapore, and Jamaica*). If not available then,
 2. Accredited Home-based schooling/correspondence courses reimbursed by NDSP (parent option), or,
 3. Local private day school delivering instruction in English - tuition reimbursed by NDSP. If not available then,
 4. When a “tuition-charging school” is authorized, Sponsors may choose to enroll their children in grades 6-12 in an accredited and diploma granting virtual school where students interact with credentialed teachers who deliver comprehensive instruction in a live, online classroom. **THIS OPTION REQUIRES PRE-AUTHORIZATION. ALL REQUESTS TO USE THIS OPTION SHOULD SUBMIT A LETTER OF REQUEST TO NDSP.Administration@hq.dodea.edu.**
 5. Private boarding school (OCONUS/CONUS) delivering instruction in English or any language acceptable to the parents within the established DSSR cap based on the sponsor's post location. "Boarding School" is defined as a school providing residence halls on campus and meals in addition to an education. **BE SURE TO CHECK WITH YOUR NDSP LIAISON OR NDSP PROGRAM MANAGEMENT ELIGIBILITY TO ENSURE YOUR LOCATION IS AUTHORIZED FOR BOARDING SCHOOL.**
- The “At Post” rate may be used to defray the cost of boarding school.

Sponsors desiring their child/children to attend a host nation school with instruction delivered in a language other than English must obtain pre-approval from the NDSP program management. Consideration will be given if the child is fluent in the language of instruction, if there are no other local alternatives, or if it is a cost savings to the government.



Non-DoD Schools Program (NDSP)

What about Host Nation “Public” Schools?

- If there are no adequate schools that deliver instruction in the English language within the commuting distance (1 hour) of the Sponsor’s duty station, the use of a non-English language school may be approved. Approval must be obtained from NDSP program management and must be made in advance of enrollment. Please submit letters requesting enrollment in host nation public schools to NDSP program management. In the cases where no English speaking schools are available, the Sponsor may be eligible for host nation language support.
 - Any host nation language support needs to be pre-authorized by the area NDSP ISS.
- Parents who wish to enroll their children in Host Nation Public schools even though there are English speaking schools in the commuting area must obtain pre-approval from the NDSP program management. Consideration will be given if the child is fluent in the language of instruction, if there are no other local alternatives, or if it is a cost savings to the government.



Non-DoD Schools Program (NDSP)

Boarding school

- The “At Post” rate may be used to defray the cost of boarding school (tuition, boarding).
- When boarding school is authorized and approved, you may choose to send your child to boarding school in a country different from your post location; however, you are only authorized the DSSR rate for the location of the sponsor’s duty assignment. Any expenses above the DSSR will be the responsibility of the Sponsor.
- “Boarding School” is defined as a school providing residence halls on campus and meals in addition to an education.
- At no time is enrollment in a private day school without boarding in the United States authorized for reimbursement under the NDSP.
- At no time is reimbursement for public school tuition in the United States authorized for reimbursement under the NDSP.



Non-DoD Schools Program (NDSP)

Boarding school

Transportation for Boarding School Students Authorized DSSR “Away from Post” Rate:

- 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.
- Travel during the school year must follow the Joint Travel Regulations (JTR) or Joint Federal Travel Regulations (JFTR) process. <http://www.defensetravel.dod.mil/site/travelreg.cfm>
- Note: Sponsor is required to remove student from Cost of Living Allowances (COLA) when the student is away from post



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Non-DoD Schools Program (NDSP)

What if I am filling a PEP or DoS billet?

- Dependents whose DoD sponsors are either independently assigned to a Department of State (DoS) activity or in a Personnel Exchange Program (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 to which the DoD sponsor is assigned or attached up to the published DSSR rate.
- Sponsor's orders **must** state your PEP or DoS assignment and sponsors must annotate PEP or DoS eligibility during online registration process. If orders do not state PEP or DoS assignment, sponsors must upload additional supporting documentation during the online registration process.



Non-DoD Schools Program (NDSP)

Exception to policy for English-speaking countries

- BEFORE requesting an exception to policy for private school, 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 OFSTED score of 1, 2, or 3.
- With required documentation, NDSP will consider exceptions to policy in situations related to access and safety. Visit the NDSP website for more detailed information about requesting an exception due to access or safety concerns. <http://www.dodea.edu/nonDoD/placement.cfm>
- All requests must follow the exception to policy procedures and must be submitted in writing to the Department of Defense Education Activity (DoDEA) NDSP office. (NDSP.Administration@hq.dodea.edu).
- NDSP will not pay or reimburse private school deposits if the exception to policy is not granted.



Non-DoD Schools Program (NDSP)

What if my child has special needs?

- The Non-DoD Schools Program is committed to the provision of appropriate special education and related services for DoD dependents who are space-required and eligible for NDSP.
- Please click on the link below to read about the procedures that will be followed in the identification and provision of special education services for eligible DoD dependents residing in areas where there is no DoD school. <http://www.dodea.edu/nonDoD/specialEducation.cfm>
- 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.
 - Military dependents with special needs must go through an educational screening through Service's Exceptional Family Member Program (EFMP) in order for NDSP to determine if adequate support services are available at the receiving duty station. Please request a copy of the final determination and recommendations.
 - Civilian employees with dependents that have special needs should fill out the DD Form 2792-1 PRIOR to PCS and provide to the employer. The NDSP Instructional Systems Specialist (ISS) 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 Nssp Instructional Systems Specialist.
- The NDSP Area Instructional Systems Specialist (ISS) must issue authorization of payment for the cost of all special education services prior to incurring any expense. DoD sponsors assigned to overseas locations are not authorized to obligate the U.S. Government, contract with a private institution, or charge educational fees to DoDEA appropriations without obtaining prior approval from the NDSP.
- The DSSR is different for special education. Contact the area NDSP ISS for assistance in helping you understand the special education rate.



Non-DoD Schools Program (NDSP)

What if my child has special needs?

DoDEA Area Non-DoD Schools Program Instruction System Specialists (ISSs)

- Pacific, Europe and the Americas each have dedicated special education specialists to assist you in your transition. They are responsible for the following:
- Determine NDSP eligibility for special education services.
 - Coordinate with the parents and schools to develop/review an IEP.
 - Assist in locating services
- Determine DoDEA NDSP special education eligibility based on DoD Instruction 1342.12 and/or coordinate on the schools' Learning Support Plan/Individual Education Program (IEP)
- Coordinate the pre-referral/referral process, assessments, IEP's, triennial reviews, and transitions while the student is enrolled in the NDSP.
- Coordinate with Educational and Developmental Intervention Services (EDIS) for occupational/physical therapy and/or medical assessments needed due to educational concerns.



Non-DoD Schools Program (NDSP)

Exceptions 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 DSSR require review and approval from the DoDEA Director.
- Requests for exceptions must be submitted in writing to Department of Defense Education Activity (DoDEA) Non-DoD Schools Program (NDSP) and must include:
 - Assignment orders
 - DoDEA Form 610
 - NDSP 620 pre-screening questionnaire
 - Verification of Command Sponsorship (if Dependents are not listed on orders)
 - A letter that addresses the extenuating circumstances for which the sponsor is requesting an exception to policy.
 - Command endorsement.
 - Exceptions to exceed the DSSR require documentation of costs
- Exception requests may take up to thirty days to process depending on the complexity.



Non-DoD Schools Program (NDSP)

Tuition

- 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; unauthorized expenses included in tuition are not eligible for reimbursements (for example: lunches, field trips, extra curricular programs)
- In lieu of the "school at post" rate, a separate allowance rate of up to \$5,700 each school year for home study/private instruction in grades K-8 and up to \$7,700 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.
- For the education of a special needs child in lieu of the "school at post" rate, a separate allowance rate 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 NEEDS MUST BE PRE-APPROVED AND WORKED WITH THE ISS FOR THE DESIGNATED AREA.**
- An amount up to \$ 4,100 each school year for supplementary services may be authorized for tutoring, English as a Second Language, required courses in US curriculum not offered in foreign school, and gifted education. **ALL SUPPLEMENTARY SERVICE REQUESTS MUST BE PREAUTHORIZED BY THE NDSP ISS. REIMBURSEMENT WILL NOT BE AUTHORIZED WITHOUT PRIOR APPROVAL.**



Non-DoD Schools Program (NDSP)

What expenses are authorized?

- 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.
- Tuition
- Transportation (bus fee or one round trip POV per day). If group transportation is provided, POV reimbursement is not authorized.
- If eligible for “Away from Post” boarding school placement option, 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.
- Textbooks/workbooks purchased or rented by DoD students that are required by the curriculum and are included in the school’s fee schedule.
- Transcripts – When transcripts need to be evaluated/converted to transition to another school to certify credits for grade placement or graduation, NDSP will reimburse for a one time conversion fee.
- Musical Instrument Rental. Rental fees for instruments obtained from the school as part of the school curriculum.
- Building fees and capital fees
- Technology fees (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.



Non-DoD Schools Program (NDSP)

What expenses are authorized?

- Library, science, home economics, chemistry, arts and crafts, laboratory fees, and fees for cooking materials normally consumed at the school in home economics classes.
- Fees. 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.
- Advanced Placement Program (The College Board). Costs associated with the enrollment in Advanced Placement Program courses or course-required examinations. Transportation is not authorized to/from the test sites.
- Assessments – Annual standardized assessments consistent with U.S. public schools requirements 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.

******Fees which include items for the student to retain, such as technology fees for computers, uniforms, cell phones, e-readers, tablets, netbooks, etc., are not allowable.***



Non-DoD Schools Program (NDSP)

*What expenses are **not** authorized?*

- It is a challenge to know all of the expenses a school may charge. To assist you in choosing a school, we have developed a list of expenses NDSP is continually asked about that are **not** authorized:
 - Lunches/school meals
 - Uniforms
 - Personal computing devices (lap tops, e-readers, netbooks, iPads, calculators, etc)
 - Field Trips of any kind (required or not)
 - Before/after school care
 - Internet access
 - Magazine or newspaper subscriptions
 - Insurance
 - Debentures
 - Transportation for boarding school eligible students during school holidays



Non-DoD Schools Program (NDSP)

How do I enroll in NDSP?

- Upon receipt of assignment orders to an overseas location where there is no Department of Defense 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 our [website](#). This list is not an "approved" list, but a listing of schools that we have had NDSP students utilize in the past.
- Gather information about the educational options available and decide which option is best for your dependent(s). Consider reviewing, "[Choosing and International School](#)", located on the NDSP website, to assist you in the decision making process.



NEW FOR 2013-2014 SCHOOL YEAR: All Sponsors **ARE REQUIRED** to complete an NDSP Family Budget Planning Tool as a part of first time registration. Reimbursements may not be processed without the first time submission of the NDSP Expense Plan. It recommended for the sponsor to **RESUBMIT ANNUALLY**. No reimbursements will be made without a school calendar and fee schedule (the fee schedule is required if the school charges tuition). The NDSP Family Budget Planning Tool and corresponding parent guide are available on our website at: <http://www.dodea.edu/nonDoD/index.cfm>

- Enroll in NDSP by registering ONLINE at: <https://registration.dodea.edu/NDSP/>
- Note: Students who have special education needs should contact the Area NDSP Instructional Systems Specialist. (ISS) See the NDSP Special Education section on our website and the area ISS/Education contact information on the contact page.
- Note: Parents electing to enroll their dependents in a home study program should refer to the Home Based Education information on this website. <http://www.dodea.edu/nonDoD/HomeBasedEducation.cfm>



Non-DoD Schools Program (NDSP)

When can I apply and register for a school?

- 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. Please be sure to read all contracts and agreements carefully and understand early withdrawal penalties, etc. 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.
- NDSP will process the enrollment through the NDSP Student Online Registration system and send an email notification to the Sponsor upon finalizing and authorizing the registration.
- Upon receipt of the email notification of approval from NDSP (within 14 days), the sponsor may proceed with completing the application to the school listed in the email.
- The amount of financial assistance which may be utilized to defray the costs is defined by the Department of State in the Department of State Standardized Regulations (DSSR) . The NDSP Family Budgeting Tool will walk you through determining which DSSR to use for your overseas location.
http://aoprals.state.gov/Web920/location.asp?menu_id=95



Non-DoD Schools Program (NDSP)

How do I get reimbursed for NDSP costs?

- All applications, deposit, tuition, transportation and other fees can be submitted to NDSP HQ for reimbursement once the Sponsor has arrived at the OCONUS duty station. No fees can be reimbursed prior to transfer.
- Review the NDSP website for the [“Procedures for the Submission and Payment of Invoices”](#).
- Sponsors must fill out the Sponsor Claim for Reimbursement located on the RESOURCES page of the website and submit paid receipts. An Electronic Funds Transfer (EFT) worksheet must be on file for DFAS payments. These documents can be found at <http://www.dodea.edu/nonDoD/resources.cfm>
- For regular tuition and fees payments, it is most convenient to have the school directly invoice NDSP.
- Please note that reimbursements may take up to 30-40 days due to DFAS processing times.



Non-DoD Schools Program (NDSP)

What if I want to change schools?

- NDSP requires documentation of any changes in schools, family residence, mode of transportation, or the sponsor's tour of duty has been extended. All changes must be submitted to the NDSP.Invoices email (see contacts page) for prior approval.
- If for some reason, the sponsor wishes to have their dependent change schools or the school does not offer the next grade, a new DoDEA Form 610, school fee schedule, and school calendar must be submitted to the NDSP.Invoices email (see contacts page). It is recommended the sponsor complete the NDSP Family Budget Planning Tool to ensure knowledge regarding the DSSR, allowable costs and costs to the sponsor.
- If the student receives services as part of a Learning Support Plan/Individual Education Program (IEP), the sponsor must contact the NDSP Instructional Systems Specialist for coordination (see contacts page).

 Note: The Non-DoD Schools Program pays one-time fees (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** unless the school does not offer the next grade.



Non-DoD Schools Program (NDSP)

Do I need to re-enroll in NDSP each year?

-  **BEGINNING 2014-2015 SCHOOL YEAR** All families already enrolled in NDSP will have to re-register each year. It is an abbreviated process in which you verify intention of attendance in an NDSP school, provide the school fee schedule and the SY 14/15 school calendar (if available). Additionally, if a Sponsor's orders are due to expire during the school year, or the sponsor is extended or, new orders/extension documents must be submitted to NDSP. Tuition payments will not be made if there is an expired DEROS/PRD.
- It is recommended the sponsor complete the NDSP Family Budget Planning Tool annually to ensure knowledge regarding the current DSSR, allowable costs and costs to the sponsor.



Non-DoD Schools Program (NDSP)

What do I need to do if I am transferring?

- When a parent withdraws a dependent from a school, the sponsor must notify three offices:
 1. The school the student is attending,
 2. The local NDSP Liaison, and
 3. The Non-DoD Schools Program Processing/Invoicing Office at HQ DoDEA NDSP.
- If the child participates in a group transportation option, please ensure the transportation office is notified.

PLEASE 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.



Non-DoD Schools Program (NDSP)

Available Resources

- The NDSP Website has some great resources for our families. Please check them out: <http://www.dodea.edu/nonDoD/index.cfm>
 - NDSP Brochure
 - NDSP Family Budget Planning Tool
 - Budget Estimator Parent Guide
 - Non-DoD Schools Listing
 - Guide to Choosing a School
 - NDSP Guide to British Education

Updates to the NDSP program can be found on our HOME page. It is important to check the home page regularly.



Non-DoD Schools Program (NDSP)

Contacts

- Contact NDSP Program Management (NDSP.Administration@hq.dodea.edu) for any questions regarding **registration, eligibility, policy, procedures, exceptions to policy, submission of the NDSP Family Budget Planning Tool, NDSP Liaison changes, requests for host nation, virtual or boarding school.**
- NDSP Liaisons should contact NDSP Program Management with any questions as well.

Contact the Non-DoD Schools Program Invoice Processing Office concerning payment / reimbursement of educational expenses.

- Phone: 571-372-0591 DSN: 312-372-0591 Fax: 571-372-1908
- Email:
 - NDSP.invoices.Americas@hq.dodea.edu (Americas)
 - NDSP.invoices.Europe@hq.dodea.edu (Europe)
 - NDSP.invoices.Pacific@hq.dodea.edu (Pacific)



Non-DoD Schools Program (NDSP)

Contacts

- **Educational Support:** Contact the NDSP Area Instructional Systems Specialist (ISS) concerning educational issues including special education, supplemental instructional support (tutoring, supplemental coursework, etc.), and home based education options.
- **Americas (includes SOUTHCOM and NORTHCOM)**
 - Email: NDSP.Education.Americas@am.dodea.edu
 - Phone: 910-451-3214 ext 115
- **Pacific (PACOM)**
 - Email: NDSP.Education.Pacific@pac.dodea.edu
 - Phone: Dial 81-98-911-5111, 81-98-911-5112, or 81-98-970-5555, wait for the dial tone and then dial 644-5677 Fax: 644-5900 DSN: 315-544-5677
- **Europe (includes CENTCOM and AFRICOM):**
 - Email: NDSP.Education.Europe@eu.dodea.edu
 - Phone: Civilian inside Germany: 0611-380-7727 / 7359 /7220 DSN: 314-338-7727/7359/7220
 - Civilian outside Germany: (+49) 611-380-7727 / 7359/7220
 - Fax: Civilian inside Germany: 0611-380-7565
 - Fax: Civilian outside Germany: (+49) 611-380-7565



Glossary

1. School-aged dependents are defined as 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, postal services privileges, is eligible for a host nation's school for the equivalent of US kindergarten, and has not completed secondary school and who will reach his 21st birthday by Sep 1 of the current school year.
2. Commuting area: The commuting area of a school is within one hour of the Sponsor's assigned duty station
3. Boarding School: A school providing a full education with residence halls on campus.
4. Education rate is 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.
5. 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.
6. refers to DoDEA Regulation 1035.1, paragraph 4.10, 5.4.2, and E2.1.
7. School "At Post" means an elementary or secondary school within daily commuting distance of the employee's post of assignment.
8. School "Away from Post" means 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.
9. DSSR: education allowance is set by the Department of State (DoS) and is published in the Department of State Standardized Regulations.