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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, and know the DSSR for the grade and location of their dependents.
3. Know the DSSR rate for my dependent(s) grade and location.
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 Coordinator. If not pre-approved, I am 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?

- The "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 have the right to choose the educational setting for their child.



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.mhf.dod.mil/pls/psgprod/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/datacenter/schools.cfm>



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Non-DoD Schools Program (NDSP)

What if I am filling a PEP or DOS billet?

- Exception to policy for Personnel Exchange Program (PEP) and Department of State (DOS) assigned personnel allows for 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, 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 DSSR rate.
- Sponsor's orders **must** state your PEP or DOS assignment and sponsors must annotate PEP or DOS eligibility during online registration process.



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.



Non-DoD Schools Program (NDSP)

Kindergarten Enrollment Age

- DoD dependents under the NDSP ***MUST*** follow the host nation age requirement for entrance into kindergarten and first grade. If the country does not have a cut-off date, the entrance eligibility birth date is September 1 (or February 1 in southern hemisphere) of the enrolling year.
- Please note that not all schools follow the host nation age requirement. Even if a school will accept a child at a younger age than the host nation age requirement, the child will not be eligible for NDSP unless they meet the Nation's requirement.

This policy is currently under review



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 is 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
 - Netherlands: pre-k is called group 1



Non-DoD Schools Program (NDSP)

What are the Educational Options in NDSP?

- Placement of students in locations not served by DoD schools as defined in Department of Defense Education Activity Use of Non-DoD Schools Regulation 1035.1, paragraph 4.10, is determined in the following placement priority order for elementary school:
- 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 (or any language acceptable to the parents) - tuition reimbursed by NDSP.



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 (or any language acceptable to the parents) - tuition reimbursed by NDSP. If not available then,
 4. 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.
ALL BOARDING SCHOOL APPLICATIONS MUST BE APPROVED BY NDSP HEADQUARTERS
 - The "at post" rate may be used to defray the cost of boarding school. There are no entitlements for travel reimbursement if this option is used.



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 (or any language acceptable to the parents) - tuition reimbursed by NDSP. If not available then,
 4. 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 an accredited school providing a residence hall, education, and meals on a single campus.



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Non-DoD Schools Program (NDSP)

Boarding school

- The “at post” rate may be used to defray the cost of boarding school. There are no entitlements for travel reimbursement if this option is used.
- When boarding school is authorized (see previous two slides for when boarding school is authorized for middle and high school eligible dependents) 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.



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 NDSP Department DoDEA Headquarters 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)

Exception to policy for English-speaking countries

- BEFORE requesting an exception to policy, sponsors must demonstrate that they have applied and/or registered their children for local public school system as outlined in DoDEA Regulation 1035.1, "The Department of Defense Education Activity 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.
- NDSP will not pay or reimburse deposits if the waiver is not granted.
- 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 procedures outlined in the previous slide, and must be submitted in writing to the Department of Defense Education Activity (DoDEA) NDSP office.



Non-DoD Schools Program (NDSP)

What is my education allowance?

- An Education allowance is to assist Sponsors in meeting the extraordinary and necessary 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. The DSSR is used to defray the costs, it is not meant to cover every expense.
- The education allowance 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 DSSR rate is your maximum allowance. You will not be able to exceed the set DSSR rate for your location. 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.
- Visit the DOS website and find your DSSR http://aoprals.state.gov/Web920/location.asp?menu_id=95



Understanding the DSSR

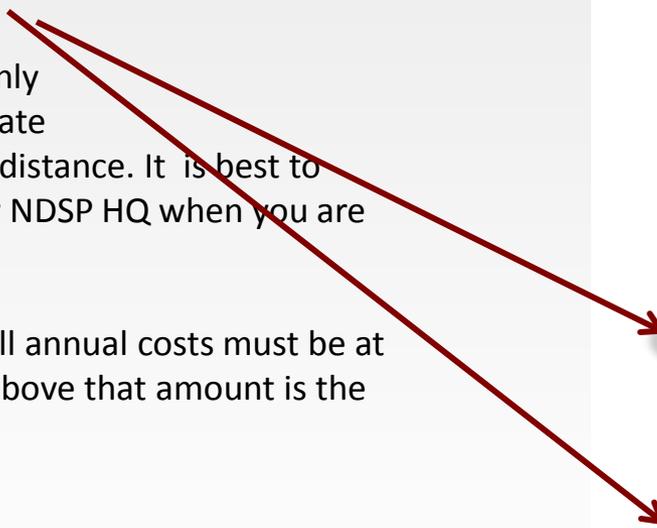
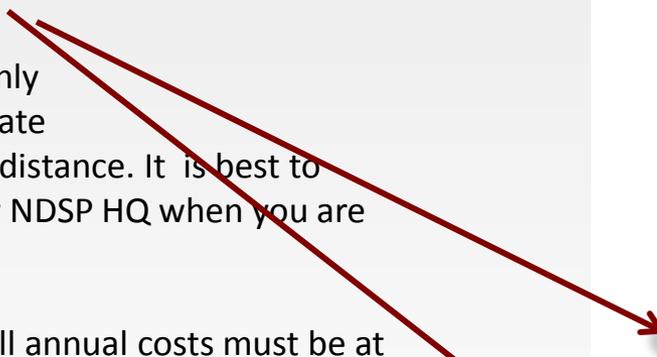
- Location of duty station (not where you choose to live)
- Each grade level has a DSSR.
- The Away from Post rate is only used when there are no adequate schools within the commuting distance. It is best to check with the NDSP Liaison or NDSP HQ when you are unsure of which rate to use.
- Remember that the sum of all annual costs 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





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Understanding the DSSR

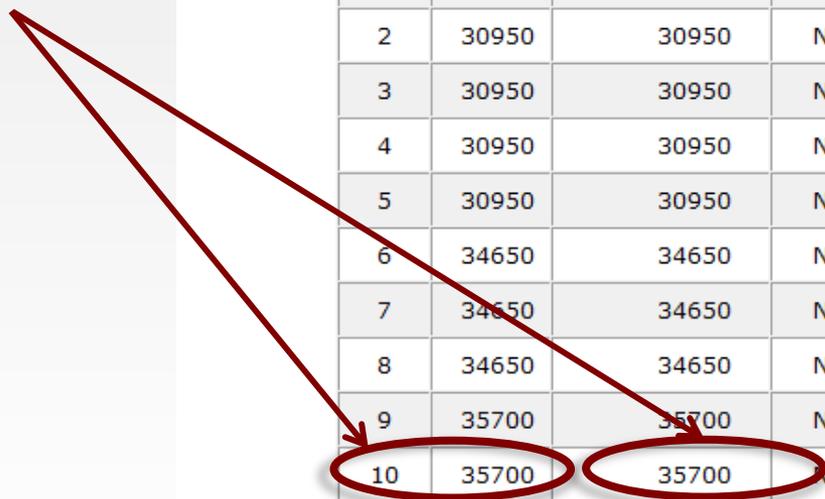
- When the At Post and the Away from Post rate are the same amount, it means that there are adequate schools available and boarding school is not authorized.

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





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.
- 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.



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 US public schools requirements to measure student performance with their peers. 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, tables, etc., are not allowable.*



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.
- 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 \$57,300 for "school at post" or "home study/private instruction" including tutoring, or up to \$77,400 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. REIMBURSEMENT WILL NOT BE AUTHORIZED WITHOUT PRIOR APPROVAL.**



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.
- Gather information about the educational options available and decide which option is best for your dependent(s).



NEW FOR 2013-2014 SCHOOL YEAR: All Sponsors will be required to complete an NDSP Expense Plan as a part of registration. It will be required for sponsor to resubmit annually. No reimbursements will be made without a current budget plan, school calendar and fee schedule (the fee schedule is required if the school charges tuition).

- Enroll in NDSP by registering ONLINE at: <https://registration.dodea.edu/NDSP/>
- Note: Students who have special education needs should contact the Area NDSP Education Office. See the Special Education section on this website, and the area ISS/Education Offices 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.
- NDSP will process the enrollment through the NDSP Student Online Registration system and send an email notification to the NDSP Liaison/POC and 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)
http://aoprals.state.gov/Web920/location.asp?menu_id=95



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>
- The NDSP Area Instructional Systems Specialist (ISS) must issue authorization of payment for the cost of all 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 Instructional Systems Specialists (contacts) for assistance in helping you understand the education allowance. [See what is my education allowance section.](#)



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:
- Determining eligibility for special education services based on DoD Instruction 1342.12.
 - Coordinate with the parents and schools to review the IEP.
 - Assist in locating services to include:
 - Provision of services by the school at no additional cost.
 - Provision of services by the school at additional cost to NDSP. Provision of services through local service providers or alternative arrangements. Authorization must be obtained in writing prior to provision of services.
- Coordinate required assessments when there is insufficient data to determine DoDEA eligibility (Students must meet DoDEA eligibility requirements)
- Develop new Individual Education Plan upon eligibility determination. Maintain confidential records.
- Coordinate referrals, assessments, IEP's, triennial reviews, and transitions while the student is enrolled in the NDSP.
- Act as a liaison with Educational and Developmental Intervention Services.



Non-DoD Schools Program (NDSP)

How do I get reimbursed for NDSP costs?

- All applications, deposit, 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.
- 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. This form 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 bill 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.Admin email for prior approval.
- If for some reason, the sponsor wishes to have their dependent change schools, a new DoDEA Form 610 and NDSP 620 must be submitted to the NDSP Administrative Office at HQ DoDEA NDSP.
- Sponsors must submit a letter requesting a change of schools for their dependent(s) if it is not a natural change of schools (i.e. moving from middle school to high school). Any requests for a change of school must be endorsed by an O6 or above; documentation must be forwarded through your NDSP Liaison/POC to HQ DoDEA.



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.**



Non-DoD Schools Program (NDSP)

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

- Currently, you do not need to re-enroll in NDSP each year, however, you do need to submit a new NDSP budget accompanied by a current school fee schedule. HOWEVER, NDSP is in the process of implementing a re-enrollment process for the 2013-2014 school year. This will be an abbreviated process similar to public schools and include an updated budget plan, calendar, orders, and contact information.
- Budgets will have to be submitted to NDSP HQ prior to the start of the new school year. No reimbursements or tuition payments will be made until the budget has been received. Budget worksheets will be available in the late winter at: <http://www.dodea.edu/nonDoD/enroll.cfm>



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 Administrative 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)

Contacts

Contact the Non-DoD Schools Program Administrative Office concerning **enrollment**:

- NDSP.Admin.Americas@hq.dodea.edu (Americas)
- NDSP.Admin.Europe@hq.dodea.edu (Europe)
- NDSP.Admin.Pacific@hq.dodea.edu (Pacific)

Contact the Non-DoD Schools Program Administrative Office concerning **payment / reimbursement** of educational expenses. Email:

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



Non-DoD Schools Program (NDSP)

Contacts

- **Educational Issues:** Contact the Non-DoD Schools Program Education Office concerning educational issues, including special education, supplemental instructional support, and home based education options.
- **Americas (includes SOUTHCOM and NORTHCOM)**
 - Email: NDSP.Education.Americas@am.dodea.edu
 - Phone: 678-364-8033 Fax: 770-632-8720
- **Pacific**
 - Email: NDSP.Education.Pacific@pac.dodea.edu
 - Phone: 011-81-611-744-5677 Fax: 011-81-98-957-4536
- **Europe (includes CENTCOM and AFRICOM):**
 - Email: NDSP.Education.Europe@eu.dodea.edu
 - Phone: Civilian inside Germany: 0611-380-7727 / 7359
 - Civilian outside Germany: (+49) 611-380-7727 / 7359
 - Fax: Civilian inside Germany: 0611-380-7389
 - Civilian outside Germany: (+49) 611-380-7389



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, and 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); the DoDEA special education criteria.
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 allowance is allowance 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 at post means an elementary or secondary school within daily commuting distance of the employee's post of assignment.
6. 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.
7. DSSR: education allowance is set by the Department of State (DOS) and is published in the Department of State Standardized Regulations.