



Non-DoD Schools Program for the Americas

**Educational
Expenses
Reference
Material**



Non-DoD Schools Program

Educational Expenses –

Ref. DSSR 270, DoDEA 1342.13, DoDEA 1035-1

Authorized Costs:

- Annual Tuition
- New Student and/or Returning Student
Fee (*annual*)
- Building Levy/Building Maintenance
Fee (*annual*)
- Capital Fund/Capital Levy
(*annual*)
- Technology/Computer Lab Fee
- Library, Science, Home Economics,
- Chemistry Fees
- Music, Art, Physical Education Fees
- Textbooks/Workbooks
- Advanced Placement (AP)/International
- Baccalaureate (IB) Courses and Exams
- Transportation
 - Daily Commute
 - Mandatory Curriculum Related Field Trips



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Special Costs

Sponsors may request certain additional expenses, in writing, and **PRIOR** to incurring costs:

- o Special needs and related expenses requested by child's school
- o Reasonable and economical public or private commuter transportation (*other than that provided by the school or embassy*)
- o Extracurricular foreign language instruction:
 - When such study began in the U.S. and the DoDEA approving authority considers it essential to maintain foreign language proficiency, or
 - the language is that of the host nation
- o Supplemental instruction/tutoring for remedial or basic skills

Supplemental Instructions

Funding for supplemental instruction may be approved in cases where the “at post” school:

- o Does not provide instruction in academic subjects generally offered by public schools in the U.S. or to complete courses started in the U.S. but not completed prior to arriving in foreign location
 - o Offers its curriculum in a foreign language which the child does not know well enough for progress in the curriculum (to include English Language Learners), or
 - o Requires a child receive additional instruction to enable him/her to enter a grade or remain in the same grade in the school
- o DSSR Rate (cap) for supplemental instruction is up to \$3,000 per school year, per student.



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Supplemental Instructions (Cont'd)

- Request for supplemental instruction should at a minimum include the following:
 - Letter from school administrator indicating need, recommended length of supplemental instruction, and expected outcome
 - Cost estimate for each session, duration and frequency (*number of days and hours per week, number of weeks, and hourly rate*)
- Request for supplemental instruction in core curriculum areas should also include the following:
 - Letter from school administrator should indicate that if the course/subject requiring supplemental instruction is failed, the student would not pass the class, therefore, would not proceed to the next grade
 - Progress reports (grades) showing failure of course/subject requiring supplemental instruction
- Supplemental instruction is usually approved in six-week increments unless otherwise determined. Submission of progress reports will be required to determine if it is beneficial and improving student's grades for continued funding
- Request for supplemental instruction should be approved by the DIDEP Education Administrator **PRIOR** to incurring any costs or services
- If services are received before approval, the sponsor will be responsible for all costs incurred



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Unauthorized Costs:

- Deposits and/or Refundable Payments
- Parent, Teacher Association (PTA/PTO) Fees
- Graduation Caps/Gown, Pictures, Banquets, Class Rings or Senior Class Fees
- Elective Courses (*not part of the regular curriculum for dance, gymnastics, horseback riding, sports or other specialized instruction*)
- Field Trips (*not part of curriculum or comparable tax-supported school program in U.S. and when transportation/entrance fees exceed DSSR*)
- Parent- or Student-Directed Educational Testing
- Clothing/Uniforms/Athletic Equipment
- Laundry
- Materials (*paper, pens, markers, crayons, etc. normally required to be provided by parents in a U.S. public school*)
- Meals (*except when dormitory enrollment is authorized*)
- Student Accident or Health Insurance
- Special Courses (*not part of the curriculum of comparable tax-supported schools in U.S. with the exception of host-nation cultural programs*)
- Private Tutoring
- School or Classroom Decorations and/or Parties
- Locker Fees
- Yearbook Fees
- Musical Instruments



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Home-Based Educational Program

Authorized Costs:

- Traditional curriculum textbooks and other supplemental materials as may be appropriate for math, science, language arts, social studies, and other subjects on a grade/age appropriate basis.
- Instructional CDs/software, curriculum guides, and manipulative materials for math, etc.
- Fees charged for access to libraries and group participation in school-sponsored athletic activities, extracurricular, or music activities that are normally free of charge in U.S. public schools, Group participation is defined as a lesson or activity with enrollment open to the public, not a lesson provided exclusively for a family group.
- Fees for curriculum-related on-line Internet services such as study programs, library services, and distance learning.
- Rental of curriculum-related equipment such as microscopes or very large band instruments (such as a Sousaphone) that would normally be provided by U.S. Public schools.
- Required testing materials by either the formal home-study course or other authorized program.
- Advisory teaching service affiliated with the selected formally recognized home-study course.
- Tuition charges, shipping costs, lesson postage, on-line Internet and facsimile charges associated with formal recognized home-study course or other authorized program.



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Home-Based Educational Program

Unauthorized Costs:

- Equipment such as: computers, keyboards, printers, televisions, facsimile and scanning machines, calculators, microscopes, and furniture.
- Non-Course specific CDs, videos, DVDs.
- General reading materials and reference materials (dictionaries, encyclopedias globes), etc.
- Purchase or rental of items that have broader use than the course being studied (i.e.. computer hardware, calculators, band instruments except noted previously).
- Expendable supplies (paper, pencils, markers) that are normally purchased by parents in the U.S.
- Parental training in home-study private instruction.
- Any form of compensation to the parent such as childcare or supervisory costs.
- Travel and transportation costs at post or away from post.
- Personal telephone, Internet, satellite, cable or other available communication subscription fees.
- Fees for museums, cultural events, or performances that would normally be paid by parents in the U.S.
- Private lessons.
- Membership in gymnasiums, cultural clubs, spas, and other private clubs.
- Textbooks, Bibles, workbooks, daily devotionals, or any material primarily for religious instruction.
- Insurance associated with shipping charges. (Do not elect the optional insurance.)
- Fees to an independent agency for posting credits and issuing transcripts