## **EDUCATION ALLOWANCE QUESTIONNAIRE**

## **INSTRUCTIONS**

The information provided in this questionnaire is used to determine the "school at post" education allowance rates. Guidance on reporting is contained in the Department of State Standardized Regulations (DSSR) Section 072. The completed questionnaire should reflect the educational costs of attending the school at post as they pertain to the majority of eligible U.S. Government (USG) civilian employees with school age children.

- Report all costs in the currency used for payment and specify the currency
- Do not include discounts given to parents for enrolling more than one child in the same school
- Sign and date this report to certify completion in accordance with Chapter 270 of the DSSR
- Submit a separate DS-63 report for each school where USG dependents attend

#### **SUBMITTING REPORT:**

- (a) <u>All locations and posts</u> should attach fee statements, catalogs, calendars, transportation invoices, and any other documentation supporting costs to the signed original of this report.
- (b) Department of State posts should submit the signed original of this report directly to the U.S. Department of State, Office of Allowances:

U.S. Department of State Copies of this report may be sent in advance via fax or e-mail

Office of Allowances (A/OPR/ALS) Fax: 202-261-8707

2401 E Street, NW E-mail: AllowancesO@state.gov

Washington, DC 20522-0103 Rm. L-314, SA-1

(c) Non-Department of State locations that are not under the authority of the U.S. Mission should submit the signed original of this report to the Department of State, Office of Allowances, through their parent agency's headquarters.



# U.S. Department of State Office of Allowances

# **EDUCATION ALLOWANCE QUESTIONNAIRE**

1.	Post									
2.	Country									
3.	School Nar	me								
4.	School Loc (Do not use	ation e P.O. Boxes)	Street Address City Province/State Country	/						
5.	Type of Sc (Check all		Operated by DoD	Boys C	• —	Religious-A Instruction)	ffiliated (With Mandatory Religious			
6.		of Instruction  I, specify the language in the	which the majority of c	asses are taught,	)					
7.	Date Curre Number of	ent School Year Begins (not School Year Ends (motor) School Days School calendar								
8.	6. Grades Available in the School's Curriculum:   K-12 or K 1 2 3 4 5 6 7 8 9 10 11 12   If K-12 is selected above, check half-day or full-day kindergarten program below.   K (Half-Day Program) or K (Full-Day Program)   If the age/grade levels of the school are different than those in the U.S. public school system, attach the school's age/grade equivalency chart. Attach the school catalog.									
9.	<ul> <li>Report the following information for the current school year by grade(s). Report all costs in the currency used for payment and specify the currency.</li> <li>Cost of basic tuition. Only include costs for required courses.</li> <li>Cost of books and supplies required by the school, if not included in basic tuition. Include costs such as book rental fees, but do not include items that students in U.S. public schools normally pay for (e.g., pencils, paper, and books for summer/supplemental reading).</li> <li>Cost of transportation between home and school by the most commonly used method, if not included in basic tuition. Attach the provider's transportation invoices. When privately owned vehicles (POVs) are used for daily school transportation, report the mileage of a one-way trip between the farthest pick-up point and the school.</li> <li>Most commonly used method of transportation between home and school (e.g., school bus, POVs).</li> </ul>									
			Costs fo	or the Current Se	chool Year					
Applicable Grade(s)		Basic Tuition		Books Supplies	Transportation for PC	on (Mileage Vs)	Method of Transportation Between Home and School			
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Example:		Van 1	,922,0000 Yen	0 (incl. In tuition)	,	/en 315,000	School Bus			
K-3		ren 1,	,322,0000 Yen	o (iiioi. iii tuition)	1	511313,000	SCHOOL DUS			

Itemize and report all other required fees in the currency used for payment and specify the currency (e.g., building fees, registration fees, matriculation fees, laboratory fees, and/or admission fees, per DSSR 274.12e). Indicate whether the fee is annual or one-time, and if it is refundable or non-refundable. Do not report fees that are included in basic tuition.    Required Fees	Description  Location/Destination  Applicable Grade(s)  Cost  Frample:  Tryp to the Totylo Science Museum  Tokylo, Jepan (Local Trip)  Frample:  Type  Applicable Grade(s)  Applicable Grade(s)  Type  Applicable Grade(s)  Type  Applicable Grade(s)  Cost  Required Fees  Type  Applicable Grade(s)  Freshindshor on on-refundate the set are included in basic lation.  Required Fees  Type  Applicable Grade(s)  Type  Applicable Grade(s)  Type  Applicable Grade(s)  Freshindshor on a set and set are included and basic lation.  Required Fees  Type  Applicable Grade(s)  Type  Applicable Grade(s)  Annual One-time Refundable Ordered Results are included and basic lation.  Required Fees  Freshindshor Grade(s)  Type  Applicable Grade(s)  Annual One-time Refundable Ordered Results are included and basic lation.  Required Fees  Freshindshor Grade(s)  Annual One-time Refundable Ordered Results are included and basic lation.  Required Fees  Type  Applicable Grade(s)  Freshindshor Grade(s)  Fresh	10.	Provide a description for each field trip. Include information regarding the location or destination of the field trip.											
Example:  Tip to the Tokyo Science Museum Tokyo, Japan (Local Trip)  See See See See See See See See See Se	Example:  Trip to the Tokyo Science Museum  Tokyo, Jepan (Local Trip)  Trip to the Tokyo Science Museum  Tokyo, Jepan (Local Trip)  Trip to the Tokyo Science Museum  Tokyo, Jepan (Local Trip)  Type  Applicable  Type  Applicable  Cost  Annual  One-time Refundable  Required Fess  Required Fess  Required Fess  Type  Applicable  Cost  Annual  One-time Refundable  Refu				Field Trips	_								
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