

(COMPANY LETTERHEAD)

Through: (School Name)*

DATE:

To: DoDDS-Europe
Resource Management Office
Attn: Tuition Collection
Unit 29649 Box 7100
APO AE 09096

DoDDS - Europe
Resource Management Office
- or - Attn: Tuition Collection
Postfach 2267
65012 Wiesbaden

SUBJECT: Authorization for Central Billing of Tuition

(*Company name*) accepts responsibility for the payment of tuition costs for the student(s) (identified below) of our employee(s) (identified below) for school year 2009 / 2010. All billings for these costs should be forwarded to (*exact billing address. Be as specific as possible*). Any questions concerning the payment of tuition should be addressed to (*name, telephone and fax number and email address of company contact*). Our Agency Tax ID is:_____.

The Defense Finance and Accounting office now requires all US Civilian agencies to provide the Cage Code for refund that may be due made via Electronic Funds Transfer System (EFT). This requirement is not applicable for US or Foreign Government agencies such as Embassies, FBI, State Department etc.

Upon termination, resignation, etc., of our employee, DoDDS-Europe must be notified in writing. If DoDDS-Europe is not notified, and the student(s) remain enrolled in school, we will continue to be responsible for all tuition costs. It is our responsibility to obtain any reimbursement from our employee. Even if DoDDS-Europe is notified, we understand that we are responsible for tuition payment to DoDDS-Europe for each quarter of enrollment, irrespective of the days attended in that quarter.

The authorized family member(s) of our employee's are:
(example)

<u>STUDENT(S)</u>	<u>SPONSOR</u>	<u>AGE</u>	<u>GRADE</u>	<u>SCHOOL*</u>
Lavay Arnold	Jeff Arnold	8	3	Hanau Elementary School
Faith V. Anderson	Robert Anderson	17	12	Hanau High School
Rachel Lavay	DeAnna Lavay	6	1	Argonner ES
David Lavay	DeAnna Lavay	6	1	Argonner ES

(signature and printed name/title of authorized company representative)

*Note: Not required to be provided by your company; however, if it is not possible to provide this information, please leave space so that school personnel can insert it.

DSE 804 (REV February 2009)

SEE EXAMPLE NEXT PAGE

(Central billing example letter)

The American Battle Monuments Commission
ABMC
Paris Embassy
Unit 21551
APO AE 09777

July 15, 2007

Through: Schools listed below*

To: DoDDS-Europe
Resource Management Office
Attn: Tuition Collection
Unit 29649 Box 7100
APO AE 09096

SUBJECT: Authorization for Central Billing of Tuition

The American Battle Monuments Commission accepts the responsibility for the payment of tuition costs for the student(s) (identified below) of our employee (identified below) for school year 2008 / 2009. All billings for these costs should be forwarded to the above address. Any questions concerning the payment of tuition should be addressed to Mr. James Smeltz, (717) 531-6447, fax number (717) 531-1234 email: JS@ABMC.COM. Agency Tax ID: 1ABCD. Cage code 1ABCD.

Upon termination, resignation, etc., of our employee, DoDDS-Europe must be notified, in writing. If DoDDS-Europe is not notified, and the student(s) remain enrolled in school, we will continue to be responsible for all tuition costs. It is our responsibility to obtain any reimbursement from our employee. Even if DoDDS-Europe is notified, we understand that we are responsible for tuition payment to DoDDS-Europe for each quarter of enrollment, irrespective of the days attended in that quarter.

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David Lavay	DeAnna Lavay	6	1	Argonner ES

Fred Flintstone
Mr. Fred Flintstone
Chief Executive Vice President, ABMC