



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635**

Policy and Legislation

DoDEA Regulation 1035.1

Date: **August** 14, 2003

Change 3, May 14, 2003

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
USE OF NON-DOD SCHOOLS**

SUBJECT: Use of Non-DoD Schools

- Reference(s): (a) DS Regulation 2035.1, "Use of Non-DoD Schools," July 1, 1991 (hereby canceled)
- (b) Section 1605 of title 10, United States Code, "Benefits for Certain Employees Assigned Outside the United States"
 - (c) Section **431** of title 37, United States Code, "Benefits for Certain Members Assigned to the Defense Intelligence Agency"
 - (d) Chapter 25A of title **20**, United States Code
 - (e) through **(k)**, see enclosure 1

1. REISSUANCE AND PURPOSE

This Regulation reissues reference (a) to update policy and responsibilities for the education of eligible dependents of Department of Defense (DoD) personnel at overseas locations where there are no Department of Defense Dependents Schools (DoDDS).

2. APPLICABILITY AND SCOPE

This Regulation:

2.1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments, Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components"). The term "Armed Forces," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

2.2. Applies to all military and DoD civilian sponsors and their minor dependents assigned to overseas areas that have enrolled or are seeking to enroll their dependent children in DoD Dependents Schools or in non-DoD schools through the Department of Defense Education Activity (DoDEA) Non-DoD Schools Program (NDSP).



2.3. Applies to military and civilian personnel of DoD who are assigned to Defense Attaché Offices and Defense Intelligence Liaison Offices outside the United States unless there has been a designation by the Secretary of Defense that 10 U.S.C. 1605 and 37 U.S.C. 431 (references (b) and (c)), shall be applicable and funding is made available or similar authority applies

2.4. Applies to all military and DoD civilian personnel in overseas areas assigned to the Personnel Exchange Program and the Security Assistance Program (which includes the Foreign Military Sales Program and the Military Assistance Program).

3. DEFINITIONS

Terms used in this Regulation are defined in enclosure 2.

4. POLICY

It is the DoDEA policy that:

4.1. While overseas, DoD sponsors of space-required, tuition-free minor dependents may be authorized an education allowance to assist in defraying the costs of educating their minor dependents in non-DoD schools that provide an educational program satisfactory to the Secretary of Defense (reference (d)). No other category of student is eligible for enrollment in the NDSP.

4.2. Enrollment eligibility for dependents of DoD personnel assigned to an overseas area is governed by the provisions of DoD Directive **1342.13** (reference (e)).

4.3. Approval for the enrollment of an eligible minor dependent of a DoD sponsor must be obtained from the Area Director, or designee, based on verified eligibility and dependency prior to enrolling a child in the non-DoD school. Only unusual or extenuating circumstances are justification for after-the-fact enrollment approvals.

4.4. The total cost of tuition and transportation funded by DoDEA for enrollment in a non-DoD school will not normally exceed the United States (U.S.) Department of State Standardized Regulations (DSSR) education allowance for that location. (reference (f)). See enclosure 3.

4.5. Reimbursement of enrollment fees and other registration costs will be paid only once per assignment tour, except in areas when:

4.5.1. The non-DoD school attended does not offer the next grade (e.g., elementary to middle or middle to high school) or the appropriate program.

4.5.2. The non-DoD school is not able to accommodate the needs of the child and recommends another school, or

4.5.3. The sponsor is transferred.

4.6. Tuition will **NOT** be authorized for the following:

4.6.1. *When adequate housing is available within the commuting area of a DoD dependent school.*

4.6.2 *When there are local, tax-supported schools providing educational instruction in the English language. If the public schools charge sponsors for services, reimbursement will be provided according to Enclosure 3. Exceptions in the English-speaking countries are for dependents whose DoD sponsors are either assigned to a Department of State activity or independently assigned as an exchange officer to a Host Nation program, or when a command provides measurable details and requests an exception based upon inadequate school performance. Authority for exceptions will be by the Director, DoDEA, or designee. In these cases, the DoD sponsor will be afforded the same educational support 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 rates.*

4.7. A DoD sponsor who enrolls his or her child under this Regulation shall reimburse the U.S. government for all costs (including, but not limited to, those for special testing, tutoring, special assistance, or incidental to enrollment in any non-DoD school) incurred by the DoD on behalf of the education of the dependent when those costs are based upon erroneous or misleading information provided to, or withheld from, DoDEA officials as part of the eligibility determination process.

4.8. An eligible DoD dependent attending a non-DoD school may be entitled to receive supplemental services or materials at DoDEA expense if such services or materials are deemed appropriate (reference (h)). DoDEA will reimburse a non-DoD school or appropriate agency only when the costs are approved in advance by the Area Director, or designee.

4.9. Authorized and unauthorized costs are listed at enclosures 3 and 4.

4.10. When enrollment in a non-DoD school is necessary, placement in schools which provide an educational program satisfactory to the Secretary of Defense will be made in the following PRIORITY ORDER:

4.10.1. For Elementary Students Grades K-8:

4.10.1.1. A local, tuition-free school which delivers instruction in the English language.

4.10.1.2. A local, tuition-charging school which delivers instruction in the English language *or correspondence courses (home-based study programs).*

4.10.2. For High School Students Grades 9-12:

4.10.2.1. A local, tuition-free school which delivers instruction in the English language.

4.10.2.2. A local, tuition-charging school which delivers instruction in the English language *or correspondence courses (home-based study programs)*.

4.10.2.3. A tuition-charging school which:

4.10.2.3.1. Delivers instruction in the English language.

4.10.2.3.2. Offers an American-type curriculum with residence hall facilities.

4.10.2.3.3. Is more economical to use, or

4.10.2.3.4. Is more conveniently or closely located to the DoD sponsor (when the basis for selection of the school is the location, documentation shall be provided by the sponsor to support the determination).

4.10.3. For Special Education Students: The following priority order listing does not exclude the use of homebound instruction or correspondence courses for students with disabilities when it is determined that these service delivery options are part of an appropriate placement.

4.10.3.1. A local, tuition-free school which delivers instruction in the English language and has an appropriate educational program that can meet the needs of special education students as defined by the Individualized Education Program (IEP).

4.10.3.2. A local, tuition-charging school which delivers instruction in the English language and has an appropriate educational program that can meet the needs of special education students as defined by the IEP.

4.10.3.3. A tuition-charging non-DoD school in the overseas area which delivers instruction in the English language and has an appropriate educational program that can meet the needs of special education students as defined by the IEP.

4.10.3.4. A tuition charging non-DoD school in the United States with an appropriate educational program that can meet the needs of special education student as defined by the IEP.

4.11. If there is no adequate school that delivers instruction in the English language, the use of a non-English language school may be approved. Approval will be on a case-by-case basis and must be made in advance of enrollment.

4.12. This Regulation does not preclude DoD sponsors from enrolling their dependents in non-DoD schools at no expense to the U.S. government.

5. RESPONSIBILITIES

5.1. The Director, DoDEA, shall, in accordance with this Regulation:

5.1.1. Determine all policy and ensure proper expenditure of resources for the NDSP

5.1.2. Provide oversight of the NDSP and conduct reviews at the area and local school level to ensure compliance with the provisions of this Regulation.

5.1.3. Approve all determinations that exceed the DSSR rate.

5.1.4. Ensure that a common electronic database is available for use in managing and reporting on the **NDSP**.

5.1.5. Exercise overall responsibility for the NDSP and assign to the Area Directors the following:

5.1.5.1. The Area Director, Domestic Dependent Elementary and Secondary Schools (DDESS) and Cuba, shall manage the **NDSP** schools program in all countries located in North America, Central America, South America, and the Caribbean Islands.

5.1.5.2. The Area Director, Department of Defense Dependents Schools, Europe (DoDDS-E), shall manage the NDSP in all countries located in Europe, Africa (including the Malagasy Republic, The Comoros, and the Seychelles), the Near East, and Southwestern Asia (up to the border of Pakistan and India).

5.1.5.3. The Area Director, Department of Defense Dependents Schools, Pacific (DoDDS-P), shall manage the NDSP schools program in all countries located in Asia from the border of Pakistan and India to the Pacific **Rim**, Australia and in the Pacific and Indian oceans.

5.2. The Area Directors shall, in accordance with this Regulation:

5.2.1. Authorize the enrollment of DoD minor dependent students in non-DoD schools where the DoD does not operate schools, or

5.2.2. Authorize the enrollment of DoD minor dependent students in correspondence courses.

5.2.3. Administer the **NDSP** in compliance with this Regulation in their respective areas using technology whenever possible.

5.2.4. -Establish procedures for validating student eligibility, approving student enrollment, tuition payments, and other approved costs to non-DoD schools for the education of eligible DoD dependents.

5.2.5. Disseminate information to the sending commands within their areas of responsibility regarding eligibility requirements, enrollment procedures, and school selection criteria for the NDSP.

5.2.6. Conduct periodic on-site reviews at various non-DoD schools to ensure that an educational program is being provided which is satisfactory to the Secretary of Defense.

5.2.7. Provide to DoDEA, no later than November 1 of the current school year, the annual projected student enrollment for the following school year.

5.2.8. Provide to DoDEA accurate enrollment data on the last class day of each month school is in session.

5.3. Sending Commands shall:

5.3.1. Ensure that all DoD sponsors who are assigned or employed overseas are provided:

5.3.1.1. Current information regarding enrollment in DoD dependents schools before sponsors are sent overseas.

5.3.1.2. Provide adequate documentation to include orders which list the name and date of birth for each minor dependent in order to establish enrollment eligibility and priority at the time of enrollment.

5.3.2. Ensure that all DoD military sponsors who are assigned overseas with dependents who have disabilities from age 3 until the age of 22 (unless graduated from high school) are provided current information regarding the mandatory enrollment requirements for the Exceptional Family Member Program (EFMP). EFMP screenings are required prior to any Permanent Change of Station (PCS) move overseas.

5.3.3. Ensure that all sponsors with minor dependents requiring special education who are eligible for enrollment are assigned overseas in accordance with the requirements of DoD Instruction 1010.13 (reference (i)).

5.3.4. Honor requests from DoDEA for reimbursement of any extraordinary expenses involved in the delivery of the dependent's special education program (reference (j)).

5.3.5. Provide the Area Directors at the beginning of each fall and spring semester with the following information:

5.3.5.1. The estimated NDSP school year enrollment.

5.3.5.2. The duty locations of DoD sponsors of children having exceptional needs, consistent with the provisions of DoD Instruction 1010.13(reference (i)).

5.3.6. Appoint a local NDSP liaison officer at the site to assist the Area Director in the management of the **NDSP**.

5.4. DoD sponsors shall:

5.4.1. Provide documentation to the Area Directors establishing eligibility and dependency prior to enrollment of their dependents in a non-DoD school at government expense.

5.4.2. Select the school(s) or means by which their eligible dependent(s) will receive an appropriate education acceptable to the Secretary of Defense in accordance with the provisions of paragraph 4.10. of this Regulation.

5.4.3. Notify the sending command representative in advance of the arrival and departure of their eligible dependent(s) in order to foster smooth transitions **and** allow refunds of tuition when applicable.

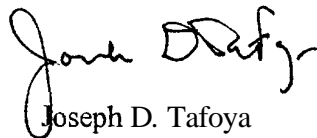
5.4.4. Assure that their eligible dependents comply with the academic and conduct rules of the non-DoD schools while enrolled at government expense.

5.4.5. Ensure that all non-consumable course materials are returned to the local NDSP liaison officer for refund and/or use as resource materials.

5.4.6. Advise the Area Director of the strengths and weaknesses of the non-DoD schools to facilitate improvements for dependent education.

6. EFFECTIVE DATE

This Regulation is effective immediately.


Joseph D. Tafoya
Director

Enclosures - 4

- E1. References
- E2. Definitions
- E3. Authorized Costs**
- E4. Unauthorized Costs**

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD Directive 1342.13, "Eligibility Requirements for Education of Minor Dependents in Overseas Areas," July 8, 1982, as amended
- (f) U. S. Department of State Standardized Regulations Section 03 12.1, "Representational Allowances," and Section 270, Education Allowance, March 28, 2001
- (g) ASD(FMP) Directive-Type Memorandum, "Authority to Provide Financial Assistance for Education of Certain Defense Dependents Overseas," August 17, 2000
- (h) DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents in Overseas Areas," March 12, 1996
- (i) DoD Instruction 1010.13, "Provision of Medically Related Services to Children Receiving or Eligible to Receive Special Education in DoD Dependent Schools Outside the United States," August 28, 1986
- (j) DoD Regulation 1010.13-R, "Overseas Assignment of Sponsors who Have Children with Disabilities who Are Space-Required Students in the Department of Defense Dependents Schools," November, 1992
- (k) Joint Travel Regulations, Volume 2, Department of Defense Civilian Personnel, current edition

ENCLOSURE 2

DEFINITIONS

E2.1. Adequate School. An elementary school (grades kindergarten and/or 1-8 or equivalent) or secondary school (grades 9-12 or equivalent) not requiring mandatory denominational religious instruction and providing an educational curriculum and services reasonably comparable to those normally provided 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, or an American institution of higher learning.

E2.2. Base School. A school at the local site used by U. S. Department of State to establish allowance rates which provides an adequate education at all grade levels.

E2.3. Cognizant DoDDS Approving Authority. A DoDDS authorizing officer for NDSP.

E2.4. Commuting Area. A designated geographical area surrounding a non-DoD school within which pupil transportation at U.S. Government expense may be provided for DoD dependent students; except for those living within walking distance of the school. When school bus service is included as part of the tuition services, the commuting area used by the non-DoD school will apply. When a non-DoD school does not provide transportation as part of the tuition services, a school commuting area shall be established by the local command.

E2.5. Correspondence Courses. DoD funded home or supplemental instruction courses. See enclosure 3 of this Regulation.

E2.6. Dependent. An individual:

E2.6.1. Who is the child, stepchild, adopted child, or ward of a DoD sponsor, and is eligible for other command sponsorship services (e.g., hospital, commissary, postal service privileges, installation access); and

E2.6.2. Has not completed secondary school and who will reach his or her 5th but not 21st birthday by *September 1* of the current school year; or

E2.6.3. Has disabilities, and is between 3 and 5 years of age by *September 1* of the current school year may be enrolled in a DoD or non-DoD educational program until the age of 22. The Director, DoDEA, or designee, in his or her discretion, determines that adequate staff and facilities are available to serve such a disabled child, (reference (h)).

E2.7. Director. The term "Director" means the Director of the Department of Defense Education Activity.

E2.8. DoD Dependents School with Dormitory Facilities. A residence facility operated at a DoDDS school, at the high school level, primarily, but not exclusively, to provide room and

board for DoD dependent students who are authorized to accompany their DoD sponsors to locations where no adequate educational facilities are locally available.

E2.9. Education Allowance. An allowance to assist an employee in meeting the extraordinary and necessary expenses incurred by an employee by reason of service in a foreign area, not otherwise compensated for, in providing adequate elementary and secondary education for dependent children.

E2.10. Local NDSP School Officer. A staff member (a military commissioned officer, senior non-commissioned officer, or an officer-equivalent grade civilian) appointed on a non-reimbursable basis (other duties) by the Installation Commander of a sending organization to assist DoD personnel and sponsors and serve as a local point of contact for the NDSP.

E2.11. Local School. A school located in a geographical area where a DoD school is not available, the DoD sponsor is permanently stationed and is within a one hour commute one way to and from the residence of the DoD sponsor; or is within the designated commuting area of the school.

E2.12. *Minimum Age Requirement for Kindergarten and First Grade*

E.2.12.1. It is DoDEA policy that a child must reach 5 or 6 years old for entrance into kindergarten and first grade respectively.

E2.12.1.1. In the Northern Hemisphere where the school year starts in August, the child must reach 5 or 6 years old by September 1 of the enrolling year.

E2.12.1.2. In the Southern Hemisphere where the school year starts in January, the child must reach 5 or 6 years old by February 1 of the enrolling year.

E2.12.1.3. In foreign areas where there is an only one school available with an English language curriculum and uses the British school system, then the British minimum age requirements apply.

b. The only permitted exception to the September 1 and February 1 dates is for space-required transfer students who meet transfer enrollment criteria authorized by the Director, DoDEA.

E2.13. Non-DoD Schools. A school (other than a DoDDS school), which may include dormitory facilities, and provide adequate educational programs, normally on a tuition basis. This also includes residence facilities operated by non-DoD schools which provide room and board for eligible special needs dependents when DoD dependents schools cannot provide an appropriate education.

E2.14. On-Site Review. Internal management controls review and operational checks and balances conducted by DoDEA and area offices to ensure compliance with established eligibility determinations, enrollment procedures, curriculum, and program entitlements.

E2.15. Sending Organization. The parent DoD organization, activity, or unit of a sponsor desiring to enroll an eligible DoD dependent in a non-DoD school or in a DoD dormitory school.

E2.16. Sponsor. A qualified DoD sponsor, eligible for space-required, tuition-free enrollment of eligible dependents in a DoD school is 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 full-time basis, stationed overseas, is either a citizen or a national of the United States, and who is authorized to transport dependents to or from an overseas area at government expense and is provided an allowance for living quarters in that area.

ENCLOSURE 3

AUTHORIZED COSTS

E3.1. School Supplies and Other Necessary Costs Items:

E3.1.1. Textbooks/Workbooks. Textbook/workbooks purchased or rented by DoD students based on the individual school policy. If textbooks/workbooks are purchased and subsequently sold or returned to the school for credit, the money or credit will be returned to the Area Director's office.

E3.1.2. Fees. Library, science, home economics, chemistry, arts & crafts, laboratory fees, and fees for cooking materials normally consumed at the school in home economics classes.

E3.1.3. Special Fees. Fees for activities such as music, art, and physical education if these fees are included in courses regularly offered in the curriculum of the school.

E3.1.4. Musical Instrument Rental. Rental fees for instruments obtained from the school as part of the school curriculum.

E3.1.5. International Baccalaureate Program Fees. Costs or fees for course-required examinations/tests for students in Grades 11 and 12 enrolled in the International Baccalaureate Diploma and Certificate programs.

E3.1.6. Advanced Placement Program (The College Board). Costs associated with the enrollment in Advanced Placement Program courses or course-required examinations.

E3.1.7. Diplomas normally issued by the school (if not included in tuition).

E3.2. Transportation. Charges authorized for the following types of transportation:

E3.2.1. Daily Commute. Students attending a non-DoD day school will be authorized one round-trip home-to-school per day. If transportation is provided by the non-DoD day school and billed as part of the regular school bill, this method will normally be used within the designated commuting area established by the command. Other means of transportation will be considered (i.e., contracted transportation, public transportation, or mileage paid for use of privately owned vehicle). Sponsors electing to live outside the designated commuting area are required to pay for transportation of their dependents to the nearest point in the commuting area served by the non-DoD school or established by the local commander.

E3.2.2. Field Trips. Transportation costs for field trips by students in a particular grade or class provided they are accomplished within one school day and do not involve overnight stays,

with the exception of host-nation cultural programs or “interim” courses conducted outside the commuting area when validated as a mandatory component of the curriculum, and are supported by documentation from the non-DoD school. No other costs associated with field trips, including entrance fees, are authorized except when:

E3.2.2.1. Field trips are directly mandated by the curriculum, and

E3.2.2.2. Students’ grades will be affected by attendance, and are supported by documentation provided by the non-DoD school.

E3.2.2.3. Payment of student per diem-related expenses involving food, lodging, and incidental expenses, is prohibited (reference **(k)**).

E3.2.3. Extracurricular Transportation. Ground transportation for students in grades 9-12, participating in after-school, extracurricular and co-curricular activities within the local commuting area.

E3.3. Tuition. Standard, publicly advertised charges and matriculation fees paid in advance for each student per school year or semester of attendance.

E3.4. Authorized One-time or Special Costs.

E3.4.1. The DSSR education allowance may only be exceeded when:

E3.4.1.1. The total cost is equal to, or lower than, the DoDEA non-federally connected tuition rate for the applicable grade.

E3.4.1.2. In addition to the authorized education allowance, there may be one-time, non-refundable charges required by the school and not recurring in subsequent years of enrollment. Such charges may include: building fees, admission fees, registration and matriculation fees (if listed on the school’s fee schedule), laboratory, library, sports (group classes only) fees, and required “donations.” These charges must be authorized by the cognizant DoDDS approving authority. In accordance with the DSSR, reimbursement for one-time fees is limited to an amount not to exceed the total of all one-time fees charged by the base school and paid only once per tour except as stated in paragraph 4.5. of this Regulation.

E3.4.2. Any determination to exceed the DSSR rate will be based on the following information obtained from the non-DoD school:

E3.4.2.1. Basic tuition for required courses.

E3.4.2.2. Tuition for necessary elective courses offered by the school that would be required by public schools in the United States (if billed separately).

E3.4.2.3. Cost of **books and** supplies required by the school.

E3.4.2.1. Itemized fees required by the school.

E3.4.2.5. Required "donations," if applicable.

E3.4.2.6. Cost of the daily commute between home and school on school days.

E3.4.2.7. One time non-refundable required charges.

E3.4.2.8. Verification that no other school exists in the area that meets the requirements of this Regulation.

E3.4.3. English as a Second Language (ESL). Eligible dependents in non-DoD schools without ESL teachers may be authorized tutorial services. Approval must be obtained in advance from the Area Director before compensated services begin. The compensation for these services may not exceed the tuition allowance in the DSSR.

E3.5. Correspondence Courses. Home or supplemental instructional courses (not to exceed the tuition allowance in the DSSR), may be authorized for:

E3.5.1. Eligible DoD dependent students who live in areas where there is no suitable non-DoD school which delivers instruction in the English language, or

E3.5.2. To supplement course offerings at non-DoD schools normally for subjects required for graduation from a U.S. high school and/or entrance into a U.S. college or university.

E3.5.3. Eligible DoD dependent students with disabilities when it is determined that the courses are **part** of ~~an~~ appropriate placement as defined by the IEP.

E3.6. Elective courses are approved on an individual basis when the courses are a "follow-on" to courses begun in a U.S. or DoD school.

E3.7. Summer school attendance may be approved by the area on a case-by-case basis, e.g., in those instances where it is mandatory by the school to make up instructional time lost due to a permanent change of station move, differences in the inclusive date of the school year, on a dependents IEP, or other unforeseen emergency situations as approved by the Area Director.

E3.8. Dormitory Schools. Authorized expenses are as follows:

E3.8.1. All charges normally approved in a regular school day.

E3.8.2. Regular room and board charges.

E3.8.3. Round-trip Transportation. Dependents enrolled in the seven-day boarding school will be approved three round trips per school year from the overseas duty station to the dormitory school.

E3.8.3. Round-trip Transportation. Dependents enrolled in the seven-day boarding school will be approved three round trips per school year from the overseas duty station to the dormitory school.

E3.9. Special Education. Authorized expenses are as follows:

E3.9.1. Tutoring services authorized by a dependent's specialized instruction required by the IEP. Approval must be made by the Area Director prior to contracting for the service.

E3.9.2. Transportation. Eligible special education dependents with disabilities requiring curb to curb transportation prescribed by the IEP will be transported as required.

E3.9.3. Assistive Technology. Students with disabilities, eligible for special education under the DoDEA criteria, may be authorized assistive technology devices or services prescribed by the IEP to improve the student's functional capabilities.

E3.10. Uniforms. Reimbursement of school uniform costs is limited to sponsors who live in London and Oxfordshire area of the United Kingdom, *Lavorno, Italy*, and where there is no DoDEA school and when there is more than a one-hour commute to a non-DoD school. If a sponsor, inside the one-hour commuting range, elects to enroll his/her dependent(s) in a school other than the one in the Oxfordshire area *or in the Lavorno area* designated by the Department of State that does not charge for school uniforms, it will be that sponsor's responsibility to pay the charge. If students are unable to be enrolled in the school designated by the Department of State through no fault of their own, then exceptions will be considered by the Director, DoDEA.

E3.10.1 Reimbursement Costs. The uniform reimbursement will be limited to 80% of the verified costs above the national average of clothing costs for school-age children. The amount of reimbursement will not exceed the maximum education allowance established by the Department of State Standardized Regulations (DSSR) for the overseas location to which the DoD sponsor is assigned.

E3.10.2 Limitations. Implementation of the uniform reimbursement policy will include the grandfathering of students enrolled this school year (SY07-08) in private schools inside the one-hour commuting area from Oxfordshire *and beginning SY08-09 for Lavorno, Italy area*. Reimbursement will terminate at the end of the sponsor's current tour, or at the break in school transition from middle to high school, whichever occurs first. This authority for reimbursement does not extend to other locations in the United Kingdom or European theater where eligible DoD students attend private schools.

ENCLOSURE 4

UNAUTHORIZED COSTS

- E4.1. Bookroom/bookstore charges (other than textbooks).
- E4.2. Duplicate registration and tuition fees.
- E4.3. Equipment which includes, but is not limited to, calculators, mechanical drawing sets, and slide rules.
- E4.5. Field trips not normally supplied as part of the school curriculum by comparable tax supported schools in the United States (e.g., weekend ski trips). Funding for the transportation of host nation field trips is only provided for school sponsored field trips within the country of the sponsor's duty station.
- E4.6. Late Payment Fees are not authorized unless the responsibility stems from the action or inaction of DoDEA.
- E4.7. Lost books.
- E4.8. Miscellaneous: School pictures, yearbooks, newspapers, PTA dues/assessments, escort service, food/cafeteria, laundry costs, insurance, school and/or classroom decorations, and daycare costs.
- E4.9. Musical Instruments. A musical instrument not used for classroom instruction (e.g., instruments used for private lessons). Purchase of, or a rental agreement leading to a purchase of musical instruments is not authorized.
- E4.10. Music. After class, private instruction.
- E4.11. Personal Items such as graduation caps and gowns, photographs, senior-class banquets, yearbook fees, and class rings.
- E4.12. Religious Instruction Materials. Appropriated funds may not be used for textbooks, Bibles, workbooks, or any material for religious instruction classes.
- E4.13. Supplies. Supplies are normally the responsibility of individual sponsors and may not be paid from appropriated funds. Such items include, but are not limited to: blank discs **and** cassettes; writing, typing, and graph paper; tablets, notebooks, crayons, pencils/pens, rulers, paste, normal **at** supplies, and other items which are the property of the student. Payment is not authorized for costs of thread, material, patterns, and woodworking supplies. Funding is not

authorized for dictionaries or other supplemental books (e.g., thesaurus, specialized dictionaries, etc.).

E4.14. Testing. Parent or student-directed educational testing, including college entrance examinations.

E4.15. Uniforms. Including, but not limited to: school uniforms *not covered in E.3.10. (enclosure 3)*, physical education uniforms, cheerleading uniforms, and band uniforms.