

STUDENT  
ENROLLMENT  
&  
ELIGIBILITY  
  
HANDBOOK

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# *FORWARD*

This handbook (<http://www.eu.dodea.edu/enrollment/resources.php>) is designed to be a comprehensive guide to eligibility policies for the DoDDS-Europe (DoDDS-E) schools. The policies and procedures set forth in this handbook are supported by Department of Defense (DoD) and Department of Defense Education Activity (DoDEA) instructions, regulations, manuals, guidance, and public law. This handbook has been designed to cover the entire spectrum of student eligibility and enrollment. Familiarization with its contents is encouraged for all school registrars.

Eligibility and enrollment questions asked by schools, individuals, or organizations may be answered with references to specific sections of the handbook; thus the handbook must be maintained intact and up to date. When changes occur throughout the school year, you will be provided with clear instructions on how to update the handbook.

Each school may determine those individuals and organizations in their military communities who would benefit from reference copies of this handbook (e.g., Schools Officers, Judge Advocate/Legal Assistance Offices, and school support groups) and provide copies of this handbook and its updates to them. No information in this handbook is restricted or controlled.

It is the responsibility of the sponsor to demonstrate his or her entitlement to utilize the DoDDS schools. The Registrar and school Principal are the first-line in implementing eligibility and enrollment policy. If the schools are not able to assist, they are required to contact their District office for further assistance. The DoDDS-E Eligibility Office is available to interpret guidance, make recommendations on school level procedures, provide additional information on precedents, and make decisions when school personnel are unable to or uncomfortable in doing so.

The DoDDS-E Eligibility Office is also responsible for ensuring that interpretation of directives are consistent with DoDEA policy and for confirming unusual and precedent setting decisions with DoDEA.

**DoDDS-E Eligibility Office**  
**DSN 338-7613 Germany Civilian 0611-380-7613**  
**FAX: DSN 338-7881 Germany Civilian 0611-380-7881**  
**Email: DoDDS-E.Enrollment@eu.dodea.edu**

# *CHAPTER 1*

## *RESPONSIBILITIES*

### **SPONSOR/SPOUSE**

- Complete/provide all documents required by school staff. It is the sponsor's responsibility to provide documentation that verifies their status in the overseas area, which will determine their eligibility for DoDDS services.
- Provide tuition payment if required (check or money order in U.S. dollars to cashier, or Central Billing Letter to the registrar).
- Inform school staff of any changes regarding their eligibility status, student enrollment or changes to their address/contact information.

### **SCHOOL REGISTRAR**

- Assign enrollment category type codes and advise sponsors/spouses of their status and required documentation.
- Provide sponsors/spouses with information on space-availability if applicable (category 2, 3, and 4 enrollments).
- Provide sponsors/spouses of tuition-paying students with information on payment procedures, and refund/withdrawal policies.
- Verify that tuition has been paid or that a Central Billing Letter in the DoDDS-Europe approved format has been received BEFORE permitting a tuition-paying student to attend school.
- Prepare and maintain the listing of Tuition-Paying Students (DSE Form 805) and process the form along with other documents listed in chapter 4, 5, and 6 of this volume in the prescribed time periods.
- Advise sponsors/spouses who are paying tuition themselves (i.e., who did not provide central billing letters) of the amount of tuition and the due date for the next quarter/second semester.
- Receive requests for quarterly payments from the sponsors and forward it to the school principal for endorsement. Once endorsed the request is forwarded to the DSO for final approval. This approval must be granted and the applicable tuition paid before the student begins attending school.
- Assist the DoDDS-E Tuition Office in collection procedures for dishonored checks.

- Ensure the enrollment category type code matches enrollment documents as of the student's first day of attendance.
- Provide RMO tuition collection office with withdrawal or transfer form (DSE Form 806) with 72 hours of sponsor/student changes throughout the current school year.

## **SCHOOL CASHIER**

- Receive tuition payments and issue receipts in accordance with chapter 4 of this volume.
- Prepare and submit DD Form 1131's, Cash Collection Vouchers in accordance with chapter 4 of this volume.
- Maintain records of all payments received.

NOTE: Neither the primary nor the alternate Cashier should have access to student files.

## **ENROLLMENT REVIEWER**

- Verify that all enrollment documents support the enrollment category confirmed by the Register before student starts school.
- Ensure that each tuition-paying sponsor has paid tuition BEFORE the student begins school for each quarter or semester or a central billing letter has been provided in the format found in chapter 5.
- Ensure that collection vouchers and payments are submitted, via certified mail with return receipt, to DFAS-E in Kaiserslautern Germany. Each CCV must be sequentially numbered for control purposes.

NOTE: This person must be a school administrator and may be the Principal or another member of the staff but may NOT be the Registrar or Cashier.

## **SCHOOL PRINCIPAL**

- The Principal is responsible to ensure that each student enrolled in his/her school is authorized to be there based on the sponsor's status overseas, and that the appropriate documentation is on hand to support the enrollment based on the student's enrollment category.
- Make determination that space is available. The District Superintendent Office must be notified when the Schools Administrator finds that there is no Educational or Facility space availability in the school.

- Principals will designate, in writing, a School Registrar and/or Tuition Clerk and Primary and Secondary Cashiers who will be responsible for the duties assigned in this handbook. A copy of this designation will be forwarded to the District Superintendent's Officer.
- Ensure that all students who are not entitled to tuition-free education in DoDDS are properly identified in a tuition-paying category.
- Notify DoDDS-E eligibility POC of any case of irregularity attempted or committed by any sponsor/spouse in the process of enrolling a student in your school.

## **DISTRICT SUPERINTENDENT'S OFFICE**

- Approves Non-availability of Space.
- Approves Quarterly Payments.
- Performs School Assistance Visits per DoDEA requirements.
- Ensures all District Registrars and Cashiers receive training regarding their individual function in the registration process, per DoDEA requirements.

## **DODDS-E ELIGIBILITY POC**

- Acts as the DoDDS-E subject matter expert on enrollment and eligibility.
- Advise/assist District Offices, School Staff, parents, and military/civilian organizations on eligibility and enrollment matters.
- Ensure schools and Districts are in compliance with all eligibility and tuition policies.
- Perform District/School Assistance Visits per DoDEA requirements, and provide guidance to District team members regarding school assistance visits.
- Maintains and updates training materials and supplemental guidance for registrars and cashiers.

## **DODDS-E RESOURCE MANAGEMENT OFFICE**

- Issue tuition rates to Districts and Schools upon receipt from DoDEA.
- Receive copies of tuition registration and collection documents from individual schools and consolidate them for processing.
- Validates enrollment codes and start dates with the DoDDS-E student database system.

- Prepare refund document, SF1034 (Public Voucher for Purchases and Services Other Than Personal) when appropriate.
- Prepare and mail invoices for those organizations which provided central billing letters to the schools.
- Prepare and submit cash collection vouchers for receipts from billed organizations.
- Assist School administration on collection action on dishonored checks.

## **DEFENSE FINANCE AND ACCOUNTING SERVICE**

- Receive and process collection documents and checks from schools and RMO.
- Advise school administration of dishonored checks.
- Process tuition refunds received from DoDDS-E RMO.
- Advise DoDDS-E RMO if changes to mailing address, DD1131 processing, account classification changes and changes to the Disbursing Officer.

# *CHAPTER 2, ENROLLMENT AND ELIGIBILITY CATEGORIES*

DoDEA was established to provide a high quality, free public education for authorized DoD dependents in overseas areas. Additionally, DoDDS-E may allow enrollment on a space-available, tuition-paying basis for others identified and prioritized by the Secretary of Defense. The term Armed Forces, when used, refers to the United States Army, Navy, Air Force, Marine Corps, and Coast Guard.

Eligibility is based on the overseas status of the sponsor and dependent as of the first day of actual attendance, and is determined by documentation provided at the time of enrollment. Registrars must be alerted to the possibility of receiving documentation, such as PCS orders, at spring registration that may expire before the first day of enrollment. This situation occurs most frequently with service members who retire, separate overseas, or PCS before the start of the new school year. Similarly, the status of locally hired DoD civilians and DoD Contractors can change between the time of spring registration and the start of the new school year. The sponsor's DEROS, or contract dates in the case of contractors, must be closely monitored to ensure that their entitlements are valid as of the child's first day of school.

Each child enrolled in DoDDS shall be subject to the parental supervision and control of a responsible adult sponsor, and that sponsor must have access to the school.

Qualified dependents are authorized to enroll in one of the categories below. Dependents in enrollment category 1 receive first priority for enrollment. All others are enrolled on a space-available basis in priority order as listed below.

- Category 1. Space-Required Tuition-Free  
Space-Required Tuition-Paying  
Space-Created Tuition-Paying.
- Category 2. Space-Available, Tuition-Paying (Federally Connected)
- Category 3. Space-Available, Tuition-Free
- Category 4. Space-Available, Tuition-Paying (Non-Federally Connected)

This chapter provides an overview of each enrollment category and sub category. It will explain who is eligible for each one, and will list the documents that are required to verify a student's eligibility to enroll under that category. Chapter 3 will expand on the documentation requirements for enrollment.

## ENROLLMENT CATEGORY 1

### ***Space-Required, Tuition-Free***

***U.S. Military, Categories 1A-1E:*** Minor dependents of members of the Armed Forces serving on Active duty who are authorized to transport dependents to or from an overseas area at U.S. Government expense and are provided an allowance for living quarters in that area. Includes dependents authorized a designated location move (DLM) when station allowances are authorized for the dependent's designated place of residency overseas.

Also includes minor dependents of members of the Armed Forces serving on active duty with the U.S. Army Reserve who are authorized to transport dependents to or from an overseas area at Government expense and are provided an allowance for living quarters in that area.

#### Eligibility Documentation

- \* PCS orders listing authorized dependent children by name.
  - o Navy orders don't list dependents, and DoDDS cannot use "page 2". Therefore we also need a copy of the "page 13" listing dependents, or a DoDEA Form 601 to confirm the dependent child's overseas status.
  - o In addition to the PCS orders, we can use Designated Location Movement orders, or Dependents Remain Overseas orders listing family members, if applicable.
- \* When orders are not available, utilize the DoDEA Form 601 as this will confirm the sponsor's and dependent's overseas status and provide the sponsor's DEROS.
- \* Validation of a new DEROS can be in the form of a memo from the military personnel office, the sponsors Enlisted/Officer Record Brief, Virtual Personnel Data Sheet, or a DoDEA Form 601.
- \* When required to validate a child's command sponsorship, the school should have an approval memo from the military personnel office, or a DoDEA Form 601. Approval memos must specify that the dependents are authorized transportation to or from the overseas location at U.S. Government expense, and that the sponsor is provided an allowance for living quarters in that overseas area.
- \* When a dependent child is not on orders, there needs to be a way to link the child as the legal dependent of the sponsor.
  - o The child's birth certificate listing the sponsor as one of the biological parents. If the spouse is the biological parent, then both the birth certificate and marriage certificate are needed.
  - o Proof of command sponsorship for the child.
  - o Child's ID card identifying the sponsor by name.
  - o If neither the sponsor nor spouse is the biological parent, then In Loco Parentis documents may be required per Chapter 9.

***DoD Civilian Employees, Category 1F:*** Minor dependents of permanent, full-time DoD civilian employees stationed overseas who are paid from appropriated and non-appropriated funds and are citizens or nationals of the United States.

#### Eligibility Documentation

- \* PCS orders listing authorized dependent children by name.
- \* When orders are not available, utilize the DoDEA Form 602 as this will verify the sponsor's employment overseas and provide the sponsor's DEROS if he/she has one.
- \* Validation of new DEROS in the form of a memo from the civilian personnel office, or a DoDEA Form 602.
- \* For those sponsor's hired locally, or with an indefinite DEROS, DoDDS must validate the sponsor's employment status at the beginning of each school year. This is done with the DoDEA Form 602. In these cases the form must be signed by the personnel office, and turned into the school either on or within 48 hours of the first day of attendance. The form cannot be signed prior to this date, and it cannot be post-dated and turned in at an earlier date.
- \* When a dependent child is not on orders, there needs to be a way to link the child as the legal dependent of the sponsor.

## Chapter 2 – Enrollment and Eligibility Categories

- The child's birth certificate listing the sponsor as one of the biological parents. If the spouse is the biological parent, then both the birth certificate and marriage certificate are needed.
- Child's ID card identifying the sponsor by name.
- If neither the sponsor nor spouse is the biological parent, then In Loco Parentis documents may be required per Chapter 9.

**Allied Nations stationed in Mons, Belgium only, Category 1MA:** Minor dependents of foreign military members assigned to Supreme Headquarters Allied Powers, Europe (SHAPE). USNMR/Base Commander validates eligibility requirements. These dependents are not entitled to enroll in any tuition-fee school at U.S. Government expense (Non-DoD Schools Program).

### Eligibility Documentation

- \* Documentation, which identifies the sponsor as a foreign DoD member serving with the Allied Forces.
- \* U.S. National Military Representative, or base commander validation.
- \* Documentation connecting the student to the sponsor as the sponsor's legal dependent.

## **Space-Required, Tuition-Paying Categories 1GA & 1GB**

Minor dependents of DoD sponsors who are assigned to the Security Assistance Program (SAP) or the Foreign Military Sales (FMS) program. (e.g., Joint U.S. Military Assistance Group (JUSMAG) employees).

As DoD dependents, these students are space-required and would normally be tuition-free, but the agency pays tuition in order to collect the full cost of the program. They do this by use of a DD Form 448 (Military Interdepartmental Purchase Request), or an SF Form 1080 (Voucher for Transfers Between Appropriations and/or Funds), which are sent directly to the DoDDS-E Tuition Office.

There may be times when a category 1GA/1GB sponsor is aware that tuition is due. This is the only exception where a tuition-paying student can receive educational services before tuition is paid. This is because the sponsors in this category are active duty military or DoD civilians stationed overseas. Coordination must be made with the DoDDS-E Tuition Office to ensure tuition is paid in such cases.

### Eligibility Documentation

- \* The same documentation requirements as listed above for U.S. military and DoD civilian employees except for the tuition requirement which is either:
  - DD Form 448
  - SF Form 1080
  - Central Billing Letter

## **Space-Created, Tuition-Paying DoD Contractors, Category 1H**

Space is created for minor dependents of U.S. citizens who are full-time DoD contractor personnel. Remember that enrollment under this category is not guaranteed. Although this is a category 1 enrollment, this is not "space-required", and the principal must ensure all space-required students are accommodated. Therefore, the school principal must verify that the school has a seat for the student before enrollment is complete.

It is recommended that if space is not available at the DoD school nearest the contractor's primary residence due to an 85% capacity at the requested grade level, the school registrar should contact the other DoD schools in the complex or within a 60 minute commute zone 60 days before school begins to determine if space is available at those DoD schools. Another alternative is a local international school. When other alternatives are not available to the sponsor, such as other DoDDS schools and international schools, the principal can "create space" and allow the child to be enrolled.

Eligibility Documentation

- \* A copy of the contractor's ID card
- \* There needs to be a way to link the child as the legal dependent of the sponsor.
  - o The child's birth certificate listing the sponsor as one of the biological parents. If the spouse is the biological parent, then both the birth certificate and marriage certificate are needed.
  - o Child's ID card identifying the sponsor by name.
  - o If neither the sponsor nor the spouse is the biological parent, then In Loco Parentis documents may be required per Chapter 9.
- \* Tuition must be paid in advance, which could consist of either an Authorization for Central Billing Letter (DSE Form 804), or payment in US dollars by personal/cashier check or money order directly to your school and made payable to The US Treasury DSSN 5570. When a central billing letter is used the registrar maintains a copy of the letter in the student's Eligibility File, and sends a copy to the DoDDS-E Tuition Office. The Tuition Office then sends an invoice to the company for tuition payment. The sponsor's organization is responsible to make the tuition payment to the DoDDS-E Tuition Office within 30 days of the invoice date. For those paying by check to the school, the school's cashier must send a copy of the DD Form 1131 (Cash Collection Voucher) to the DoDDS-E Tuition Office. Another copy should be maintained in the student's Eligibility File

### ***Additional Policies relating to Category 1***

***Sponsor Transfers, Dies, or Retires During the School Year:*** Generally, eligible DoD dependent students may complete the current school year, in the school currently attending (or the feeder school if that school closed), if the DoD sponsor transfers, dies, or retires during that school year. Subsequently they shall lose the eligibility to attend on a space-required basis unless they qualify in the next school year. This provision is predicated upon the military community and/or host nation having no objections to continued enrollment after the status change of the sponsor. They may, however, be eligible to enroll on a space-available basis as provided elsewhere in this handbook. This is not applicable for space-created tuition-paying contractors whose entitlement terminates upon expiration of their contractor's ID cards.

***Designated Location Movement (DLM) Orders:*** DoD dependent students traveling under Designated Location Movement (DLM) orders shall be eligible for space-required, tuition-free enrollment only in DoDDS within the commuting area of the dependents' designated location. These dependents shall not be eligible for placement in a non-DoD school, nor for transportation to a DoDDS institution if they reside outside a designated commuting zone.

***Detained by a Foreign Power or are Declared Missing in Action:*** Eligible DoD dependent students of DoD sponsors, who are detained by a foreign power or are declared missing in action or otherwise are unlawfully detained, may remain in DoDDS or in approved non-DoD schools at U.S. Government expense for as long as the detention or missing status exists, subject to the approval of the Director, DoDEA, or designee.

***DoDDS-Funded Correspondence Courses:*** Current policy provides for DoDDS-funded correspondence courses for command-sponsored dependents expelled from school, but who

remain in the community. This benefit may also be extended to command-sponsored dependents in host nation detention facilities. Contractors, Foreign Military Sales and Security Assistance Program family members have two options for correspondence courses if expelled:

1. Tuition is refunded based on our current refund policies. If the parent opts for this, DoDEA has no further responsibility to provide any correspondence or other academic support. If the parent is entitled to receive the refund, it could be used to purchase correspondence course programs of their own choice—as a courtesy, the school can give them some guidance on this choice, if asked. If the tuition is paid by the parent's employer, the refund would have to be made to the employer.
2. No refund – DODEA will provide the support normally afforded to a space-required student. This is arranged at the school or district level. There would be no reduction in the tuition cost, (e.g., no partial tuition because the student is no longer attending).

***Advance Return of Dependents:*** Command-sponsored dependents who return to the United States on advance return of dependents orders and subsequently return to the overseas area at the sponsors' personal expense lose the entitlement to space-required enrollment. However, dependents may be enrolled on a space-available basis.

***Exceptions to the Feeder Plan:*** If the sponsor was space-required at the original feeder school, the sponsor will not lose his/her eligibility in the other school, unless the sponsor is not residing with the family. In that case, an exception to the feeder plan is not necessary and the enrollment in the other school will be space-available. When an exception to the feeder plan is approved by the school's District Office, the sponsor will provide the student transportation to the nearest school bus stop, or to the school.

***Dependents That Do Not Attend DoDDS:*** Command-sponsored dependents who do not attend DoDDS for any reason do not lose the entitlement to enroll as space-required in DoDDS if they are still considered command-sponsored and have not exercised their return transportation rights to the United States. However a dependent child cannot enroll in DoDDS if they are already enrolled in a local national school.

***Sponsor Deployed from an Overseas Location:*** Sometimes sponsors stationed in an overseas location are deployed from that location, and someone else must care for their dependent child while deployed. If the caregiver is in another overseas location with a DoDDS school, and the child is eligible for category 1 enrollment at the sponsor's normal overseas assignment, the child maintains category 1 eligibility at the caregiver's location. The Registrar at this location will need a copy of the sponsor's deployment orders in addition to other required documentation.

## ENROLLMENT CATEGORY 2

### ***Space-Available, Tuition-Paying (Federally Connected)***

Eligible dependents as specified in this category are authorized to enroll in DoDDS upon confirmation of eligibility and advance payment of tuition or submission of an Authorization of Central Billing Letter (see chapter 5). This enrollment is also contingent on the local military installation commander's policy concerning access to the installation and pertinent agreements with the host nation, if any. Dependents are enrolled as space-available, but because of their sponsors' direct support to the overseas mission of the U.S. Government, Category 2 receives a

higher priority than those dependents enrolled in Categories 3 and 4. The District Superintendent may exclude enrollments in this category due to a lack of facilities, medically related services, or unique staff requirements. Dependents enrolled in this category are entitled to services that are currently available in the schools. New enrollees, with known or suspected special needs conditions, must be screened by the Case Study Committee to ensure availability of required services prior to final enrollment. Enrollments in this category are outlined below in priority order.

***Other (non-DoD) U.S. Government Employees, Category 2AA:*** Minor dependents of full-time U.S. Government employees, provided the employee is a U.S. citizen or a national of the United States and is entitled to LQA at the “with family” rate, or who has been identified by the respective agency as being eligible for educational benefits on a tuition-paying basis. Includes U.S. Government employees covered by the economy act agreement between the Department of State and DoD, or any component of such an agency and DoD, (e.g., Dependents of U.S. citizen employees of all U.S. Government agencies other than DoD, including Department of State, Atomic Energy Commission, AID, Department of Agriculture, Federal Aviation Agency, General Services Administration, and Smithsonian Institution). Also includes U.S. citizen employees of certain international organizations, such as NATO and the United Nations.

Eligibility Documentation

- \* PCS orders listing authorized dependent children by name.
- \* When orders are not available, utilize the DoDEA Form 602 as this will verify the sponsor’s employment overseas and provide the sponsor’s DEROS if he/she has one.
- \* Validation of a new DEROS can be in the form of a memo from the civilian personnel office, or a DoDEA Form 602.
- \* When a dependent child is not on orders, there needs to be a way to link the child as the legal dependent of the sponsor.
  - o The child’s birth certificate listing the sponsor as one of the biological parents. If the spouse is the biological parent, then both the birth certificate and marriage certificate are needed.
  - o If neither the sponsor nor the spouse is the biological parent, then In Loco Parentis documents may be required per Chapter 3.
- \* Tuition paid in advance. In this case the sponsor must provide a Central Billing Letter before the child’s first day of attendance.
- \* DoDEA Form 1030.1, Space Available Consent Form.

***Part-Time DoD Employees, Category 2BA:*** Minor dependents of part-time appropriated fund (APF) employees and part-time non-appropriated fund (NAF) employees who are U.S. citizens or nationals of the United States. Anything less than 32 hours per week is considered part-time.

Eligibility Documentation

- \* Utilize the DoDEA Form 602 as this will verify the sponsor’s employment overseas.
- \* DoDDS must validate the sponsor’s employment status at the beginning of each school year. This is done with the DoDEA Form 602. In these cases, the form must be signed by the personnel office, and turned into the school either on or within 48 hours of the first day of attendance. The form cannot be signed prior to this date, and it cannot be post-dated and turned in at an earlier date.
- \* There needs to be a way to link the child as the legal dependent of the sponsor.
  - o The child’s birth certificate listing the sponsor as one of the biological parents. If the spouse is the biological parent, then both the birth certificate and marriage certificate are needed.
  - o If neither the sponsor nor the spouse is the biological parent, then In Loco Parentis documents may be required per Chapter 3.
- \* Tuition paid in advance.
- \* DoDEA Form 1030.1, Space Available Consent Form.

**U.S. Interests, Category 2CA:** Minor dependents of U.S. citizens who are full-time employees of organizations overseas which serve defense-related interests not covered in category 1H and/or which have executed contracts or other agreements with the U.S. Government. Examples include employees of permanent party American Red Cross, USO, Boy and Girl Scouts, Community Bank, university employees (e.g., University of Maryland), and Post Exchange concessionaire contractors. This category also includes U.S. citizens who are NATO employees not connected to a DoD agency.

Eligibility Documentation

- \* Utilize the DoDEA Form 602 as this will verify the sponsor's employment overseas.
- \* There needs to be a way to link the child as the legal dependent of the sponsor.
  - o The child's birth certificate listing the sponsor as one of the biological parents. If the spouse is the biological parent, then both the birth certificate and marriage certificate are needed.
  - o If neither the sponsor nor the spouse is the biological parent, then In Loco Parentis documents may be required per Chapter 3.
- \* Tuition paid in advance.
- \* DoDEA Form 1030.1, Space Available Consent Form.

**Reserve/Guard, and CONUS based Active Duty, Category 2CA:** Military Reservists and National Guard deployed to the overseas area from the US or overseas for less than 180 days. Also includes active duty military or DoD civilians stationed in the U.S. and TDY overseas for any length of time.

Eligibility Documentation

- \* Copy of the sponsor's orders sending them overseas.
- \* There needs to be a way to link the child as the legal dependent of the sponsor.
  - o The child's birth certificate listing the sponsor as one of the biological parents. If the spouse is the biological parent, then both the birth certificate and marriage certificate are needed.
  - o If neither the sponsor nor the spouse is the biological parent, then In Loco Parentis documents may be required per Chapter 3.
- \* Tuition paid in advance.
- \* DoDEA Form 1030.1, Space Available Consent Form.

**Foreign Service, Category 2DA:** Minor dependents of host nation or third country national military or civilian personnel assigned or attached to the U.S. military services overseas at international or major DoD commands, when recommended by the major overseas commander, (e.g., third country national military and civilian personnel serving with U.S. Armed Forces overseas, NATO, United Nations, Canadian or other Allied Forces).

Eligibility Documentation

- \* Documentation that identifies the sponsor as a foreign DoD member serving with the Allied Forces.
- \* There needs to be a way to link the child as the legal dependent of the sponsor.
  - o The child's birth certificate listing the sponsor as one of the biological parents. If the spouse is the biological parent, then both the birth certificate and marriage certificate are needed.
  - o If neither the sponsor nor the spouse is the biological parent, then In Loco Parentis documents may be required per Chapter 3.
- \* Tuition paid in advance. In this case they can provide a check for the cost of tuition, or a Central Billing Letter before the child's first day of attendance.
- \* DoDEA Form 1030.1, Space Available Consent Form.

## ***Additional Policies relating to Category 2***

**Space Availability:** The District Superintendent may exclude enrollments in this category due to a lack of facilities, related services, or unique staff requirements.

**Full Service:** Dependents enrolled in this category are entitled to services that are currently available in the schools. New enrollees, with known or suspected disabilities, must be screened by the Case Study Committee to ensure availability of required services prior to final enrollment. The District Superintendent should review all cases of this nature at the time of enrollment prior to any final decision on whether the identified additional services may be provided.

## ENROLLMENT CATEGORY 3

### ***Space-Available, Tuition-Free***

**U.S. Military, Categories 3A-3E:** Applies to active duty personnel stationed overseas when their dependents are not command-sponsored. In some cases the sponsors have elected to transport dependents at their own expense. At other times, the dependents may have been acquired after arriving overseas. This category also covers those whose family members reside in different overseas locations from the sponsors' duty assignments. Subsequent approval of command sponsorship will allow for category 1 enrollment.

Also applicable to minor dependents of activated Reserve or National Guard personnel deployed to the overseas area from the U.S. for 180 days or more to which the sponsors have elected to transport their dependents at their own expense. This also includes reservists who were initially called to active duty for 179 days or less and received a memorandum of intent to extend by the first O-6 in the reservists' chain-of-command. A reservists' family member's enrollment terminates after the end of the school year when the reserve tour ends.

Also includes enrollments under the Transition Assistance Management Program (TAMP). See Additional Policies Related to Category 3, below.

#### Eligibility Documentation

- \* PCS orders.
- \* When orders are not available, utilize the DoDEA Form 601 as this will confirm the sponsor's and dependent's overseas status and provide the sponsor's DEROS.
- \* Validation of a new DEROS can be in the form of a memo from the military personnel office, the sponsor's Enlisted/Officer Record Brief, Virtual Personnel Data Sheet, or a DoDEA Form 601.
- \* There needs to be a way to link the child as the legal dependent of the sponsor.
  - o The child's birth certificate listing the sponsor as one of the biological parents. If the spouse is the biological parent, then both the birth certificate and marriage certificate are needed.
  - o Child's ID card identifying the sponsor by name.
  - o If neither the sponsor nor the spouse is the biological parent, then In Loco Parentis documents may be required per Chapter 3.
- \* DoDEA Form 1030.1, Space Available Consent Form.
- \* Memo from the sponsor confirming, and agreeing to the use of his/her DoDDS eligibility entitlement, by the family, while they're living in another overseas location.

**DoD Civilians, Category 3F:** Permanently full-time appropriated fund (APF) or Non-Appropriated (NAF) DoD civilian employees stationed overseas, whose family members reside in different overseas locations from the sponsors' duty assignments.

#### Eligibility Documentation

- \* PCS orders listing authorized dependent children by name.

## Chapter 2 – Enrollment and Eligibility Categories

- \* When orders are not available, utilize the DoDEA Form 602 as this will verify the sponsor's employment overseas and provide the sponsor's DEROS if he/she has one.
- \* Validation of a new DEROS can be in the form of a memo from the civilian personnel office, or a DoDEA Form 602.
- \* For those sponsor's hired locally, or with an indefinite DEROS, DoDDS must validate the sponsor's employment status at the beginning of each school year. This is done with the DoDEA Form 602. In these cases the form must be signed by the personnel office, and turned into the school either on or within 48 hours of the first day of attendance. The form cannot be signed prior to this date, and it cannot be post-dated and turned in at an earlier date.
- \* When a dependent child is not on orders, there needs to be a way to link the child as the legal dependent of the sponsor.
  - o The child's birth certificate listing the sponsor as one of the biological parents. If the spouse is the biological parent, then both the birth certificate and marriage certificate are needed.
  - o Child's ID card identifying the sponsor by name.
  - o If neither the sponsor nor the spouse is the biological parent, then In Loco Parentis documents may be required per Chapter 3.
- \* DoDEA Form 1030.1, Space Available Consent Form.
- \* Memo from the sponsor confirming, and agreeing to the use of his/her DoDDS eligibility entitlement, by the family, while they're living in another overseas location.

***Death of the Sponsor, Category 3G:*** Title 20 U.S. Code, Chapter 25, Section 923, provides the Secretary of Defense the authority to grant waivers for classes of students (not individuals). This includes dependents of military sponsors who die while entitled to active duty pay within 180 days of the sponsor's death; and those dependents of military members who die on active duty and are on Temporary Change of Station orders or deployed overseas for a period of more than 60 calendar days; provided the criteria for enrollment of both class of dependents, which are directed in the DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas," are met.

Per the regulation, the surviving spouse must either have been residing in an overseas area when the sponsor died or have been a citizen of a foreign country and returned to that country. The DoD dependent student must be enrolled in DoDDS either within 1 year of the DoD sponsor's death or, if the dependent is below school age when the sponsor dies, within 1 year of the dependent becoming eligible to enroll.

### Eligibility Documentation

- \* Copy of the death certificate.
- \* Documentation linking the child as the deceased sponsor's dependent, such as a birth certificate.
- \* Copy of surviving spouse's passport to validate that he/she is a citizen of the country where the kids are to attend DoDDS schools.
- \* DoDEA Form 1030.1, Space Available Consent Form.

***Partnership for Peace (PfP), Category 3PA:*** Minor dependents of foreign diplomatic and military Partnership for Peace (PfP) personnel assigned as liaisons at North Atlantic Treaty Organization (NATO) sites located at SHAPE ES/HS, Brussels ES/HS, AFNORTH ES/HS, Naples ES/HS and Garmisch ES/MS.

### Eligibility Documentation

- \* Documentation that identifies the sponsor as a foreign DoD member serving with the Allied Forces.
- \* Approval of the position as PfP from the National Military Representative (NMR), or Allied Joint Forces Command HQ Brunssum.
- \* There needs to be a way to link the child as the legal dependent of the sponsor.
  - o The child's birth certificate listing the sponsor as one of the biological parents. If the spouse is the biological parent, then both the birth certificate and marriage certificate are needed.

## Chapter 2 – Enrollment and Eligibility Categories

- If neither the sponsor nor the spouse is the biological parent, then In Loco Parentis documents may be required per Chapter 3.
- \* DoDEA Form 1030.1, Space Available Consent Form.

**Newly Independent States (NIS), Category 3PB:** Minor dependents of foreign military and civilian liaison personnel from the Newly Independents States (NIS) of the former Soviet Union in Ankara, Turkey.

### Eligibility Documentation

- \* Documentation that identifies the sponsor as a foreign DoD member serving with the Allied Forces.
- \* Approval of the position as NIS from the National Military Representative (NMR), or memo of approval from U.S. Embassy.
- \* There needs to be a way to link the child as the legal dependent of the sponsor.
  - The child's birth certificate listing the sponsor as one of the biological parents. If the spouse is the biological parent, then both the birth certificate and marriage certificate are needed.
  - If neither the sponsor nor the spouse is the biological parent, then In Loco Parentis documents may be required per Chapter 3.
- \* DoDEA Form 1030.1, Space Available Consent Form.

## ***Additional Policies relating to Category 3***

**Active Duty Members Voluntary or Involuntarily Separated:** Senior year dependents of prior, active duty military members, who were involuntarily or voluntarily separated under provisions of the Transition Assistance Management Program (TAMP), SERB, VSI, or SSB may be eligible to attend 12th grade in DoDDS. To be eligible for senior year enrollment, the student must have completed his or her junior year in DoDDS, (space-available, tuition-free) on or before the date of the member's involuntary or voluntary separation, or will have completed requirements to graduate within 12 months of the member's involuntary separation. This entitlement only applies to seniors. This entitlement may only be exercised in either the same school where the student completed his or her junior year or, alternatively, in a school designated to serve that residual community after base closure.

**When the Sponsor Transfers, Dies, or Retires:** Generally, space-available tuition-free students may complete the current school year, in the school currently attending (or, if that school closed, the feeder school), if the DoD sponsors transfer, die, or retire during that school year. Subsequently, they shall lose the eligibility to attend on a space-available tuition-free basis unless they qualify in the next school year. This provision is predicated upon the military community and/or host nation having no objections to continued enrollment after the status change of the sponsors.

**Missing in Action or Unlawful Detainment:** Non command-sponsored DoD dependents who are enrolled in DoDDS may remain in DoDDS, if their sponsors are declared missing in action or are otherwise unlawfully detained, for as long as the missing status exists, subject to the approval of the Director, DoDEA, or designee.

**Change of Family Members to Command Sponsored:** If, at any time during a DoD sponsors' overseas assignments, command sponsorship is approved for dependents acquired due to marriage, those dependents could be authorized space-required, tuition-free enrollment. However the approval for command sponsorship must indicate that the dependent children are authorized travel to or from the overseas area at U.S. Government expense, and that the sponsor is authorized housing allowances at that location at the "with dependent" rate.

## ENROLLMENT CATEGORY 4

### ***Space-Available, Tuition-Paying (Non-Federally Connected)***

Under Title 20, U.S. Code, Sections 921-932, if the Director of DoDEA or designee determines that space is available, consistent with the local military commander's policy concerning access to the installation and agreements with the host nation. Upon advance payment of tuition, other minor dependents in the following categories may be enrolled in a DoD Dependents school.

***U.S. Citizens Living or Working Overseas, Category 4AA:*** Other minor dependents of U.S. citizens or nationals of the United States, residing overseas but having no connection to the Department of Defense or the U.S. Government. Also includes retired U.S. military personnel and other retirees, and dependents of deceased personnel not covered in category 3.

#### Eligibility Documentation

- \* Copy of the sponsor and student's passports.
- \* Copy of the installation pass.
- \* Tuition paid in advance.
- \* DoDEA Form 1030.1, Space Available Consent Form.

***Foreign National Citizens, Category 4DA:*** Foreign national dependents, including local and third country when there is no objection from the host government, and when such enrollments do not displace or prevent inclusion of U.S. citizen-sponsored minor dependents seeking admission on the same basis at the same time.

#### Eligibility Documentation

- \* Copy of the sponsor and student's passports.
- \* Copy of the installation pass.
- \* Proof that there is no objection from the host nation
- \* Tuition paid in advance.
- \* DoDEA Form 1030.1, Space Available Consent Form.

**Note on Security Clearance and Installation Access Requirements.** Category 4 enrollments will not be completed and approved until the installation commander has granted base access. It is the sponsor's responsibility to obtain this clearance through the installation commander's office, and the schools are not authorized to assist in this matter. During the base access process, if the installation commander requires submission of a National Agency Check (NAC), cost for the NAC investigation may be charged to the parent.

School administrative staff may help grant access to the installation for the sole purpose of pre-registration and space availability confirmation. Schools may provide documentation that indicates the student is eligible to enroll and there is space available at the school.

Any objection to enrolling a student based on security concerns is the sole responsibility of the local U.S. military commander. If the commander objects to base access for security reasons, enrollment will be denied and a copy of the decision must be sent to the District Office.

# CHAPTER 3

## ELIGIBILITY DOCUMENTATION

Whether registering on-line, participating in Spring Registration, or registering at the school Registration Office, certain documentation will be required to validate the student's eligibility for DoDDS attendance. Failure to provide current, accurate documentation may result in the denial of enrollment or suspension of educational services and potential back payment of tuition.

Eligibility documents are needed for the following reasons:

- \* **Determining the sponsor's eligibility for DoDDS schooling.** This is based on the sponsor's status overseas, and can usually be established with a copy of PCS orders, a command sponsorship letter, verification of employment for locally hired civilians, or contractor documents that help establish a contractor's status overseas and the logistical support they are entitled to.
- \* **Establishing the dependent's connection to the sponsor.** This can be done through use of PCS orders if they list dependents by name, or through use of the child's birth certificate to see that the sponsor is one of the biological parents. In cases of a step-child not listed on orders, we can use the marriage certificate to link the sponsor to the spouse, then the birth certificate to link the spouse to the child. Some circumstances require In Loco Parentis documentation per chapter 9.
- \* **Verifying the sponsor's DEROS date, or employment status.** Those sponsors on orders will have an established DEROS date, but if that date is unclear or expired additional documents may be needed to ensure the DEROS has not expired before the first day of attendance. For those without a DEROS, such as local hire civilians or those with an indefinite DEROS, DoDDS requires an employment verification each school year by use of a DoDEA Form 602 (see below).
- \* **Age Verification.** Enrollments in grades 1 and below have specific age restrictions. Therefore any student enrolling in these grades must have their birthdates verified as part of the enrollment process. Parents should provide either the PCS orders listing the student's name and birthdate, the child's birth certificate, or the child's passport.
- \* **Space Available Consent.** For any child being enrolled as space-available, the sponsor must complete and sign the Consent Terms found on DoDEA Form 1030.1, Notice to Sponsors and Consent Terms for Space Available Students, February 2011.
- \* **Tuition Payments.** For students that are enrolled as tuition paying, attendance cannot begin before the school has either a Central Billing Letter for those allowed to use one, or a check made payable to "Treasurer of the United States DSSN 5570".

To assist the sponsor or spouse in registering a student into school, the DoDDS-E Eligibility Handout is vitally important. It is used during registration to determine the appropriate eligibility category of the student's sponsor, and to highlight the specific documentation required to support enrollment based on the student's category.

There are three versions of the DoDDS-E Eligibility Handout. One is for U.S. military sponsors, one is for U.S. DoD civilian sponsors, and one is for all other sponsors. The handouts list specific enrollment categories, the documentation required for each one, identifies if an enrollment is space-required or space-available, and whether the enrollment is tuition-free or tuition-paying.

Below are descriptions of various documents that may be required depending on the enrollment category.

### ***PCS Orders***

PCS orders are needed for all U.S. military personnel stationed overseas, CONUS hired DoD civilian employees, and employees of other U.S. Government agencies stationed overseas. The orders show that you are in fact assigned to an overseas location, and help to determine the sponsor's DEROS or PRD date. They may also indicate if family members are authorized travel to the overseas location, indicating command sponsorship. The inclusion of family member names on the orders tells us that the children listed are in fact legal dependents of the sponsor. When PCS orders don't list the dependents by name the school must have something linking the student to the sponsor as his/her legal dependent. This usually requires a copy of the child's birth certificate showing the sponsor as one of the biological parents, or a marriage certificate and birth certificate showing the spouse as one of the biological parents. Chapter 3 covers cases of acquired dependents.

### ***When Orders Are Not Available, or Expired***

When PCS orders are not available, or have expired, the registrar may use one of the forms listed below to verify the status of the sponsor, or the command sponsorship of military dependents. The submission of the DoDEA Form 602 (civilian), and DoDEA Form 601 (military) referred to in this publication is only primarily in the absence of government orders. These forms must be verified by the sponsor's Personnel or Human Resource Office, or for military sponsors their Military Personnel Flight/Battalion/Center or sponsor's Unit Commander. When these forms are submitted it needs to be confirmed that the person signing the form does in fact work in the above listed offices in order to be used as part of the eligibility confirmation process.

***DoDEA Form 602, Verification of Civilian Employment:*** In order to register a child sponsored by a full-time U.S. DoD civilian employee, we must verify the sponsor's employment status. Most are on official orders overseas, and DoDDS-E requires a copy of those orders. However, for those sponsors with an expired DEROS, or those not on government orders, a DoDEA Form 602 is used to verify the sponsor's status.

The middle section of the form must be filled out by the employee's Civilian Personnel Office. This section verifies if the employee is full-time or part-time, the effective date of employment, and what the DEROS is. For those on orders, a DoDEA Form 602 is required to enroll for the next school year when the DEROS has expired. However, for those with an indefinite DEROS or those who are locally hired, this form must be submitted annually at the beginning of the school year. The form must be submitted to the school on the first day of attendance or within 48 hours thereafter. It cannot be submitted before the first day of attendance. This is because for those not on orders there is no way for the school to know if the sponsor is still employed from year to year. Before a student can begin attendance the school must have verification of the sponsor's employment status.

***DoDEA Form 601, Verification of Military Employment:*** The DoDEA Form 601 is for use with military sponsors. When a sponsor's DEROS has expired, this form can be used to verify a new DEROS date. This form is also used to confirm if the student is command sponsored or not and this in turn will determine if the enrollment is space-required or space-available. The

form must be signed by the sponsor's Unit Commander (or Rear Detachment Commander), or the Installation Military Personnel Office, Flight, or Detachment. By signing, they certify either the correct DEROS date, command sponsorship for the dependent children, or both.

For those with an indefinite DEROS, this form must be submitted annually at the beginning of the school year. The form must be submitted to the school on the first day of attendance or within 48 hours thereafter. It cannot be submitted before the first day of attendance. This is because for those with an indefinite DEROS there is no way for the school to know if the sponsor is still assigned overseas when school begins. Before a student can begin attendance the school must have verification of the sponsor's overseas status.

### ***Command Sponsorship***

For military sponsors, proof of command sponsorship can be used as a way of linking the sponsor to their dependent children. It can also be a way of ensuring category 1 enrollment instead of category 3 (space-available) enrollment, but not always. Category 1 enrollment requires the command sponsorship to include transportation of the dependent to or from the overseas location at U.S. Government expense, and the sponsor must be getting housing allowance at the "with dependents" rate.

### ***Category 1H, DoD Contractors (Space-Created, Tuition-Paying)***

To qualify for category 1H enrollment the contractor must have NATO SOFA status or otherwise show that the contract allows for logistical support to include DoDDS schools. The best way to do this is to have a copy of the sponsor's DoD Contractor ID Card. In Germany and Italy the ID card should have a colored stripe.

The school will need birth certificates to link the students to the sponsor as his/her biological children. If the spouse is the only biological parent then a copy of the marriage certificate will also be needed.

Tuition must be paid in advance, which could consist of either an Authorization for Central Billing Letter (use DSE Form 804 as an example of the format), or payment in US dollars by personnel/cashier check or money order directly to your school and made payable to The US Treasury DSSN 5570. When a central billing letter is used the registrar maintains a copy of the letter in the student's Eligibility File, and sends a copy to the DoDDS-E Tuition Office. The Tuition Office then sends an invoice to the company for tuition payment. The sponsor's organization is responsible to make the tuition payment to the DoDDS-E Tuition Office within 30 days of the invoice date. For those paying by check to the school, the school's cashier must send a copy of the DD Form 1131 (Cash Collection Voucher) to the DoDDS-E Tuition Office. Another copy should be maintained in the student's Eligibility File.

Remember that enrollment under this category is not guaranteed. The school principal is required to verify space availability before enrollment because the school must accommodate space-required enrollments before all others.

# *CHAPTER 4*

## *PROCEDURES FOR REGISTRATION and ENROLLMENT*

### **PRE-REGISTRATION**

The following is a summary of the actions that will occur, in the order that they ideally will occur, when a student is enrolled after spring registration has been completed. The sequence of events, beginning with the assignment of the appropriate employer type code, is particularly important, and adaptation of this sequence should be followed at all times, if possible.

- The sponsor/spouse will report to the school and complete the DoDEA Student Registration Form (DoDEA Form 600), and any other registration related forms required by the school staff.
- The school Registrar will review the registration documents and determine the proper employer type code based on the sponsor's status. This code should be entered on the DoDEA form 600. See Chapters 2 and 3 for assistance regarding enrollment codes based on the eligibility documents.
- If the enrollment code assigned indicates space-required tuition-free entitlements then confirm that the other required documentation unique to your school is completed. Once that is done the pre-registration process is complete.
- If the employer type code assigned indicates space-available, tuition-free enrollment, the documents are forwarded to the Principal for a space-available determination.
  - If space is not available to enroll the student, the School Administrator will immediately advise the sponsor/spouse of this determination, after the District Superintendent, or his/her designee approves this determination. (see DoDEA Reg 1030.1)
  - If the Principal determines that space is available, the Registrar will provide the sponsor/spouse with a copy of DoDEA Regulation 1030.1, Space-Available Eligibility Requirements for Education of Minor Dependents in Overseas Area. The principal and the sponsor/spouse will then sign the consent form found within the regulation.
- If the student's eligibility is for tuition paying enrollment the sponsor will be given a copy of the Tuition Paying Procedures Letter (See Appendix A). The registrar will then confirm who will be paying the tuition, the sponsor or the sponsor's employer. Coordination with the Resource Management Office (RMO) may be needed to ensure that tuition is paid for category 1G sponsors. Enrollments under category 1H (space-created tuition-paying) and Category 2 (space-available tuition-paying) can pay with either central billing or by US dollar personnel/cashier check or money order). Category 4 is not authorized to participate in the Central billing program.

### **TUITION PAYING - CENTRAL BILLING LETTER**

The following is a summary of the actions that will occur, in the order that they ideally will occur, when a student is enrolled after spring registration has been completed. The sequence of

events, beginning with the assignment of the appropriate employer type code, is particularly important, and adaptation of this sequence should be followed at all times, if possible.

- The Registrar will annotate the name of the school and the grade of the student if this information is not provided in the Central Billing Letter (CBL).
- **For Spring-registration** the CBL, plus the partially completed front and back of the DoDEA form 600, with the start date blank, will be forwarded to DoDDS Europe, Resource Management Office, Attn: Tuition Collection as described in Chapter 10.
- **After the school year** process the tuition documents prescribed in Chapter 10.

## TUITION PAYING - SPONSOR PAYS THE TUITION

The following is a summary of the actions that will occur, in the order that they ideally will occur, when a student is enrolled after spring registration has been completed. The sequence of events, beginning with the assignment of the appropriate employer type code, is particularly important, and adaptation of this sequence should be followed at all times, if possible.

- The Registrar will advise the sponsor/spouse of the minimum amount of tuition due (based on the tuition table provided by DoDDS-E) and will direct the sponsor/spouse to the school Cashier so payment can be made.
- The sponsor/spouse must make payment to the school Cashier or appointed alternate by a personal check, bank check, or money order (in U.S. Dollars) made payable to "Treasurer of the United States DSSN 5570." Checks or money orders made out in any other fashion will not be accepted without telephonic approval of the DoDDS-E RMO POC.
- Cash, Electronic Funds Transfer, checks in other currencies or Credit Cards are not to be accepted under any circumstances.
- The alternate Cashier should not be the Registrar or any other person with access to student registration documents.
- The Cashier will immediately date and endorse the payment (on the back) "For Deposit Only" and then will issue the sponsor/spouse a receipt for the amount of the payment. In accordance with federal legislation the endorsement must be confined to the top one and half inches on the back of the check. Do not stamp, write, or sign outside this area. DFAS-E may refuse to accept the check if it is not properly endorsed. The backs of checks are printed with a target area to help you identify the acceptable endorsement zone. All the remaining area is reserved for endorsements by the financial institutions that handle the check on its way back to the check writer's account.
  - The sponsor/spouse may keep the original receipt and the Cashier can retain a copy for the school files.
  - Use of the DD Form 634 as a receipt should be discontinued as this form has been cancelled. An example receipt in memo form can be found at the end of this chapter.

- The payment must be placed in a secure place (safe, locked box, or locked drawer) until ready to be sent to DFAS-Europe as outlined below.
- The sponsor/spouse will then return to the Registrar and present the receipt. The Registrar will post the student's name and other required information to the List of Tuition-Paying Students (DSE Form 805-R) and return the receipt to the sponsor/spouse. Once this is done, the registration process for the student is completed; however, there are still actions that must be taken by school personnel found in chapter 6 of this handbook. (reporting requirements)
- DFAS-E has requested that DoDDS only use the DD Form 1131, Cash Collection Voucher when submitting tuition checks to them. See the Exhibits section for an example of this form. The original and two copies are needed to process the tuition payments. One copy is by the school and another is sent to the DoDDS-E RMO point of contact for tuition payments (email, fax, mail). The original, along with the endorsed check, should be sent via registered mail with return receipt to DFAS-Europe. Below are the addresses for DFAS-Europe, and please note that when sending via DHL you must use their civilian (not APO) address.

DFAS-Europe  
Attn: DISBURSING  
Unit 23122  
APO AE 09227

DFAS-Europe  
Attn: Army Disbursing  
218-219 Mannheimerstr  
67657 Kaiserslautern

## **TUITION COLLECTION – SECOND QUARTER/SEMESTER**

Several weeks prior to the beginning of the second quarter/semester, it will be necessary for the Registrar to review the List of Tuition-Paying Students (DSE Form 805-R) to identify those students for whom tuition must be collected by the school. These students are the ones for whom the sponsor (not the sponsor's employer) pays tuition. Once these students are identified, the Registrar will prepare and mail letters to the sponsors advising them of the tuition costs for the next quarter or semester and the due date of the tuition payment (which will be the last day of the previously paid quarter/semester). This letter should also remind the sponsor that should full payment not be received before the first day of the next quarter/semester, the student will not be permitted to return to school that day or any day until full payment is received.

When the sponsor/spouse reports to the school with payment, the Cashier will collect the tuition as described on page 23. Once payment is made the sponsor or spouse will return to the Registrar with a copy of the receipt as proof the payment is made. This will complete the action of the spouse or sponsor. The Registrar will provide the Enrollment Reviewer the DSE805 and ensure that the DD1131 is processed within 24 hours after receipt of payment. The Reviewer will then initial the quarters that the payment covers on the DSE805 and return the form to the Registrar for further process prescribed in Chapter 6 of this handbook.

## CHANGE IN ENROLLMENT STATUS / EARLY WITHDRAWAL

If a student's enrollment status changes from tuition-paying to tuition-free, the Registrar will notify the DoDDS-Europe Resource Management Office by using DSE Form 806-R (Notification of Withdrawal/Transfer of Tuition-Paying Student). Notification must include the name of the student, the name & mailing address of the sponsor or employer (depending on who paid the tuition), and the date the change was effective.

If a student's enrollment status changes from tuition-free to tuition paying the student is treated as a normal enrollment under tuition paying. The student is added to your schools DSE805 and the method of payment based on the enrollment category and the front and back of the DoDEA 600 is sent to RMO Tuition collection POC for further processing.

**After** a tuition-paying student status changes, the Registrar **will immediately** forward a completed DSE Form 806-R and updated DSE805-R (list of tuition paying students) to the DoDDS Europe Resource Management Office Tuition POC. **Do not send this form before the actual withdrawal of the student.** DoDDS-E tuition POC will determine whether or not a refund is due.

## REFUND POLICIES FOR TUITION PAYMENTS

Tuition collected for the enrollment of students in DoDDS will be refunded upon request after the disenrollment of a student or the movement of a sponsor to a tuition-free category. The following rules apply:

- The processing of a refund is predicated on the initial collection clearing the sponsor's account (for personnel/cashier and bank checks). This process requires approximately 4 weeks. **The process can be shortened if the sponsor provides a copy of the negotiated check or bank statement reflecting the check clearing the account.**
- Refunds will be made only to the individual or organization that made the original payment via the Electronic Funds Transfer (EFT) system for all US and some Foreign Bank account holders with completion of the DSE Form 806 form and updated DSE805 form. The Resource Management Office will address payments for Foreign banks and addresses individually.
- The DSE 805, DSE Form 806 will be completed and emailed to **DoDDS-E\_TuitionCollection@eu.dodea.edu** or faxed to DSN 338-7363 or Germany civilian +49-611-380-7363 (not both).
- Refunds for change of enrollment category from tuition paying to tuition-free will be for any quarters that the sponsor has paid but the student has not attended. Additionally refunds will be processed for any three-week period within a quarter that is not attended for any school day by students transferring from tuition paying to tuition free with DoDDS. Refunds for change of enrollment category from non-federally connected to federally connected will be made on the same basis as from tuition paying to tuition free. Disenrollment will be made only for quarters of no days of attendance (i.e., attendance for 1 day of a quarter eliminates the possibility of a refund for that quarter).

## Chapter 4 – Procedures for Registration/Enrollment

- Requests for refunds made directly to the DoDDS-E will be verified through the school. Centrally billed organizations, however, may have their bills adjusted after confirmation of the withdrawal by the school.

When a school is due to close permanently before the end of the scheduled school year and students have been held to complete the school year due the accelerated withdrawal program no refund will be given for the time from closure until the end of the school year, providing the time is not greater than a grading period.



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS**  
(School Name)  
**OFFICE OF THE PRINCIPAL**  
(School Address)



(Date)

**Name of Parent**  
**Address of Parent**

**SUBJECT: Receipt for Tuition – 2011/2012 School Year**

Dear (Mr. Mrs. Ms. Surname),

Per your request, this is a record that the following tuition payment was received for the 2011/2012 school year.

<u>NAME OF STUDENT</u>	<u>GRADE</u>	<u>ENROLLMENT CODE</u>	<u>AMOUNT</u>
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Sincerely,

Principal

# *CHAPTER 5*

## *PARTICIPATION IN DoDDS CENTRAL BILLING PROGRAM*

**ONLY THOSE STUDENTS WITH EMPLOYER TYPE CODES 1G, 1H, 2A, 2B, 2C OR 2D MAY PARTICIPATE IN THE CENTRAL BILLING PROGRAM. ANY EXCEPTIONS MUST BE APPROVED, IN ADVANCE BY THE DoDDS-E ELIGIBILITY POC.**

Each school year, a sponsor whose employer is to pay tuition for the sponsor's dependent(s) will be required to provide school registration personnel with a letter of authorization for central billing from his/her employer. This letter, using the DSE Form 804 format only, will allow the dependent(s) identified in the letter to attend school without the advance payment of tuition. An example of the DSE Form 804 can be found in the Exhibits section of this handbook.

The schools will forward the letters provided by the sponsors to DoDDS-E, where the tuition fees for each employer will be consolidated, and a single billing sent and a single payment made for all students listed on the billing. Bills will be issued within 30 days of the student physically starting the current school year. Payment must be made directly to the DoDDS-E (NOT to individual schools) by the established due date. Payments not received by the due date may be assessed interest and processing charges in accordance with Public Law 31 USC 3512(d).

Employers, who do not satisfactorily cooperate in providing the required documents and/or in making payment for billings, will not be permitted to continue to participate in this program. Those employers will receive written notification that they are no longer permitted to participate in the program. Schools will be advised of the elimination, and the individual sponsors will be required to make immediate payment for any outstanding balances

# *CHAPTER 6*

## *TUITION REPORTING REQUIREMENTS*

Following is a summary of documents to be submitted to the DoDDS-E Resource Management Office (RMO) Tuition Office for all tuition paying students. This would be for students in enrollment categories 1G, 1H, and all category 2 and 4 enrollments.

### **BEFORE SCHOOL STARTS (To include Spring Registration)**

- Authorization for Central Billing Letter for the next school year.
- Front and back of the DoDEA Form 600 with the start date left blank.

### **NLT 72 HOURS AFTER THE STUDENT PHYSICALLY STARTS SCHOOL**

- Copy of the DoDEA Form 600 with the start date block completed on the back.
- Completed DSE Form 805, List of Tuition Paying Students, which should also indicate the child's first day of attendance.
- Method of payment which would either be a DD Form 1131 Cash Collection Voucher for those paying by check, or a Central Billing Letter for those that didn't provide one before the start of the school year. Remember that central billing is not available for those in enrollment category 4.

### **NEXT QUARTER AND/OR SECOND SEMESTER**

- Updated DSE Form 805, List of Tuition Paying Students.
- DD Form 1131, Cash Collection Voucher for the next quarter/semester tuition payments for those not centrally billed.

### **STATUS CHANGE OF STUDENT OR SPONSOR**

- Updated DSE Form 805, List of Tuition Paying Students.
- DSE Form 806, Notification of Withdrawal/Transfer of Tuition Paying Students. If the student is transferring to another DoDDS school annotate in the remarks section what school the student will transfer to.

## **DOCUMENT PROCESSING METHODS TO RMO**

- The most expedient and preferred method is to scan and email required documentation to the DoDDS-E Tuition POC at [DoDDS-E\\_TuitionColle@eu.dodea.edu](mailto:DoDDS-E_TuitionColle@eu.dodea.edu).
- Another method is to fax the documents to DSN 338-7363 or German civilian number 49-611-3380-7363.
- Documents can also be mailed to the DoDDS-E Tuition Office at either address below

DoDDS-Europe  
Resource Management Office  
Attn: Tuition Collection  
Unit 29649 Box 7100  
APO AE 09002

OR DoDDS-Europe  
Resource Management Office  
Attn: Tuition Collection  
Postfach 2267  
65102 Wiesbaden

# *CHAPTER 7*

## *RETURNED CHECKS*

Dishonored checks are returned by DFAS-Europe to the school clerk who collected the tuition to advise him/her of the dishonored check.

When DFAS-Europe forwards a dishonored check to the school the school clerk will immediately contact the DoDDS-E, Resource Management Office (DSN 338-7360 or Germany civilian +49-611-380-7360) along with forwarding a scan copy of the documents to the tuition email address of: [DoDDS-E\\_TuitionColle@eu.dodea.edu](mailto:DoDDS-E_TuitionColle@eu.dodea.edu). The school cashier will retain the returned check and the copy of the reverse Cash Collection Voucher.

The school administration must then contact the sponsor, and advise him/her that a replacement certified check or money order must be received within 2 school days, or the student will be involuntarily withdrawn.

When the school cashier receives the replacement check or money order, the original dishonored check will be returned to the sponsor.

Returned checks from a previous school year must be paid for prior to enrollment of current year. Returned checks for a prior semester are handled the same way.

**ONCE A CHECK HAS FAILED TO CLEAR AND IS RETURNED ALL FUTURE CHECKS FROM THAT SPONSOR MUST BE RECEIVED IN THE FORM OF A CERTIFIED CHECK OR MONEY ORDER. This can be rescinded upon written notification from the payee's financial institution if they were responsible for the check being returned. In this case the payee can continue to pay by personal check.**

# CHAPTER 8

## DEBT COLLECTION PROCEDURES

### OVERVIEW

Occasionally there are times when sponsors become indebted to the United States due to receiving services from DoDDS that should have been paid for. DoDDS must strive to identify the existence and amount of such debts, and ensure there is an effective process for the collection of those debts.

### RESPONSIBILITIES

#### ***DoDDS-E Resource Management Office (RMO)***

1. Provide guidance to District Offices on the implementation of debt collection procedures.
2. Coordinate procedures with the appropriate Government agency (DoD, State Department, etc.) or commercial contractor for collection of debts by administrative offset and reporting to a consumer or debt collection agency.

#### ***District Office***

1. Monitor collection at the school level and ensure that all debt arising out of the schools are collected in accordance with the procedures outlined in this handbook.
2. Assure that all debtors are provided applicable due process at the various stages of collection as described in this handbook.

#### ***Schools***

1. Will follow procedures outlined in this handbook in establishing and processing debt actions.
2. Initiate and follow up with debtors by providing written notification of debt and applicable due process.
3. Process applicable forms to establish a debt account and process payments received.

## PROCEDURE

### ***Establishing a Debt Account***

1. All documentation will be forwarded to the DoDDS-E RMO for review.
2. Once RMO has completed its review and determined that the debt is valid, the school will be instructed to forward the following documents to the RMO office:
  - a. DSE Form 806, Notification of Withdrawal/Transfer of Tuition Paying Students.
  - b. DSE Form 805, List of Tuition Paying Students.
  - c. The student's DoDEA Form 600, Student Registration.
3. The RMO will inform the District Office of the debt, and the District Office will monitor the billing process.

### ***Billing Procedures for Outstanding Tuition***

1. A debt is considered due and payable upon demand or on the date the Demand Letter is mailed or hand delivered to the debtor. A debt will be considered delinquent if it is not paid on the due date or within 30 days of the date the notice is mailed or hand delivered.
2. An example of the Demand Letter that will be used to inform the debtor of the indebtedness is at the end of this chapter.

### ***Follow-up Action***

As debts become delinquent, the schools should take aggressive and timely follow-up action to collect them. Follow-up efforts shall be sincere, well documented, and will be exhausted generally in the order as follows:

1. Follow-up Letters. When a debt becomes delinquent, the debtor will be provided two successive follow-up letters at intervals not to exceed 30 days.
2. Personal Contact. The school should make efforts to contact the debtor by telephone when:
  - a. It can be determined that the first follow-up letter was not effective in collecting the debt.
  - b. Expenses associated with calling the debtor do not exceed the benefit.
  - c. It would be expedient and as a prerequisite to subsequent collection action.
3. Documentation of Collection Efforts. The school will document collection efforts on a case-by-case basis sufficient to show that vigorous and timely collection action, in accordance with prescribed laws, regulations, and policies, were pursued. The District Office will monitor to ensure that this is carried out and will establish that remedies to collect the debt were exhausted in a logical order sufficient to require pursuit of the next

available recourse to the Government and that due process was provided to the debtor. All documentation of action taken should be maintained on a case-by-case basis and be available for inspection. Specifically, the following will be included:

- a. Copies of the original demand letters.
- b. Copies of all Follow-up letters to the debtor.
- c. Records or detailed memorandums of telephone conversations with the debtor.
- d. Records of assessments of interest, penalty, and administrative costs.
- e. Correspondence from the debtor.
- f. Correspondent, in general, pertaining to the specific case.
- g. Record of subsequent actions taken by the billing/collecting activity.
- h. Statement or letter, which shows that the debtor was notified of all action, which can and will be, taken to collect the debt.

***Interest, Penalty, and Administrative Costs***

Assessment of Interest, Penalty and Administrative Charges may be assessed on delinquent debts and may accrue from 1 day after the due date of the debtor mailing notice to the debtor or hand delivered to the debtor, whichever is applicable, but will not be charged until overdue. DoDDS-E RMO will provide rates and guidance associated with adding this to the original debt amount if applicable.

***Due Process***

The debtor will be notified in writing, prior to assessing interest, penalty, and administrative costs, whether by a notice in the initial billing or subsequent follow-up letters, that interest will be assessed should the debt become delinquent. Interest shall be waived if payment of principal is received within 30 days of the date at which the interest begins to accrue.

***Revocation of Privileges***

In cases where it's deemed appropriate and attainable, The District Office may revoke privileges being extended to the debtor. Written notice of intent to do so will be provided the debtor prior to taking such action. Dependents will not be allowed to remain enrolled in school when payment for tuition has become delinquent.

***Payment by Installment or other Arrangements***

Whenever feasible, and except as otherwise provided by law, debts owed to the United States, together with interest penalties, and administrative costs, should be collected in a lump sum. However, if the debtor is unable to pay the debt in a lump sum, payment may be accepted in regular installments. Installments generally should not be less than \$50 per month and should be of sufficient amount and frequency to liquidate the claim in not more than 3 years. Interest will continue to accrue on the unpaid balance until the debt is paid in full.

Prior to agreeing to accept payment from a debtor in installments, the responsible District Office must fulfill the following criteria

1. Receive from the debtor a completed affidavit of financial status (example found on page 83 of the Exhibit section), which discloses the financial status of the debtor sufficient to make a determination that payment of the debt in a one lump sum is not possible or would place extreme hardship on the debtor.
2. Receive a written, enforceable agreement from the debtor which specifies:
  - a. The installment amount and repayment period.
  - b. Acknowledgement of the debtor a statement of intent of the debtor to pay the debt in installments.
  - c. A statement from the debtor stating that the debt understand the consequences of failing to make the agreed installment payment.
3. Payments by installment should be applied to the total outstanding balance in the order as follows:
  - a. Administrative costs.
  - b. Penalties.
  - c. Interest.
  - d. Principal.
4. The debtor will be provided a clause statement of the amounts applied to interest, penalties, Administrative costs, and the principal, and will understand the order to which payments are applied.

## Chapter 8 – Debt Collection Procedures

### Example: Demand Letter

FROM:

TO:

SUBJECT: Notice of Indebtedness

Agency records indicate that you owe the Department of Defense a total of \$ \_\_\_\_\_ as the result of \_\_\_\_\_. The tuition for which you are indebted is for the period of enrollment \_\_\_\_\_ representing School year \_\_\_\_\_

In accordance with the Department of Defense offset procedures described in DoD 7000.14-R, Financial Management Regulation, Volume 5 and DoDEA Regulation 7200.3, DoDEA intends to collect this debt involuntarily if you do not immediately arrange for voluntary payment. You may voluntarily pay this debt either by lump sum or installment payments by completing the attached indebtedness letter before the 31<sup>st</sup> day following your receipt of this letter.

This debt will become delinquent on the 31<sup>st</sup> day following your receipt of this notice, at which time, unless the note is paid in full or you have executed an installment repayment schedule, our Agency may add to your debt total the accumulated interest (at the Treasury tax and loan rate), administrative expenses of collection, and if not paid in full within **90 days, a penalty of 6% per year on any delinquent debt. It must also initiate action to involuntarily offset any federal** entitlements, which you claim. After 180 days, DoDEA must refer any uncollected debt to the U.S. Department of the Treasury for further collection action, by offset against federal entitlements to which you have a claim in any Agency of the Federal government or by other suitable methods, including litigation. After the 31<sup>st</sup> day, your uncollected debts may be assigned to collection agencies and the indebtedness filed with credit bureaus. See 31 CFR 9012, and volume 5 FMR Para. 29020311. Furthermore, if you have not repaid your debt in full in the same year as the debt is incurred, you may incur or may have incurred income tax liability on the value of the receipt of services that occurred in a prior tax year.

Should you exercise your rights as described below, our Agency may, but is not required to delay collection actions. Your rights include:

- To inspect and copy the records related to the debt. However, to save time, attached to this letter is the information that our Agency relied upon to establish the existence of your debt. The DoD FMR authorizes you to obtain answers to your questions about the debt and to request additional information relating to this debt if you do so within 20 days from the post date of this letter.
- To enter a written agreement to establish a schedule of repayment of the debt, under conditions acceptable to the Agency under the Federal Claims Collection Standards (FCCS) and the FMR, in lieu of involuntary offset. You and our District Office must sign this agreement to be effective.

Mail your request(s) for additional information or written agreement to a schedule of repayment of the debt within the timelines established above to \_\_\_\_\_

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You may be subject to monetary and civil penalties and criminal prosecution if you know that any statement, representation or evidence you make or provide in connection with the indebtedness described herein is false or frivolous. Applicable authorities include, but are not limited to: 5 United States Code (USC) chapter 75 and the False Claims Act, 31 U.S.C. 3729-3731, for penalties; and 18 U.S.C. 286,287, 1001 and 1002, for criminal penalties.

If we can be of further assistance, please contact \_\_\_\_\_ telephone number \_\_\_\_\_

Sincerely,

Attachments:

As stated

# CHAPTER 9

## IN LOCO PARENTIS ENROLLMENT

The term *In Loco Parentis* (ILP) means in the place of the parent, and a “person in loco parentis” maybe defined as one who has assumed the status and obligations of a parent without a formal adoption. Where one stands “in loco parentis” to another, the rights and responsibilities of that relationship are the same as between parent and child. Though temporary in nature, while that relation continues the person acting “in loco parentis” is bound for the maintenance, care and education of the child, in the same manner as an actual parent. A child living with a sponsor acting *in loco parentis* may be permitted to attend a DoDDS school.

The burden of establishing and/or providing proof of the student’s ILP status is the responsibility of the person standing “in loco parentis”. For the purposes of this eligibility determination, an ILP enrollment requires that the child is a full-time resident in the sponsor’s household, that the sponsor is providing more than one-half of the child’s support and accepts financial and educational responsibility for the child as if the child were the sponsor’s natural or legally adopted child. Residence is defined as the sponsor’s actual residence, maintained in good faith, and does not include superficial residence established for the purpose of free school attendance.

If it is determined that a student has fraudulently enrolled in the DoD school, the student shall be withdrawn, the sponsor’s Commanding Officer or, for civilian employees, the head of their civilian agency will be notified in writing, and the person standing “in loco parentis” shall be liable for tuition for the entire time of fraudulent enrollment.

For consistency in ILP interpretations and to provide better service to the schools, **ALL ILP enrollments must be reviewed and approved by the DoDDS-E Office of Enrollment and Eligibility.** Students that pre-register for next school year and are claiming an ILP relationship must have their status validated by DoDDS-E prior to allowing the student(s) to attend classes. Once the ILP relationship has been determined to be valid by DoDDS-E it will not be necessary to revalidate the status in subsequent school years providing the material facts of the initial ILP determination remain unchanged. If in doubt, contact the DoDDS-E Office of Enrollment and Eligibility.

Each school must obtain all available supporting ILP documentation from the sponsor and forward it to the DoDDS-E Eligibility POC. Schools will scan and email copies of the documents to the DoDDS-E Office of Enrollment & Eligibility. It is critical that sponsors are informed that determinations of ILP relationships are based largely on the documentation the sponsor provides. Nevertheless, the presence or absence of any one particular document will not necessarily prove or disprove an ILP claim; rather it is the preponderance of relevant documentation that will establish the ILP relationship.

### ***Documentation Needed to Support an ILP Enrollment***

In addition to eligibility documentation required based on the sponsor’s status overseas (see the appropriate Eligibility Handout), ILP cases will also require the sponsor to provide the DoDEA Form 1003, In Loco Parentis Affidavit Form. With this form there is no longer a need to keep copies of Powers of Attorney, or court orders for custody, or adoption papers. The DoDEA form 1003 is all you will need to link the child to the sponsor.

***ILP and Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF)***

DoDDS-E will authorize space-available tuition-free enrollment of any student placed in the care of a family care provider as outlined in the Family Care Plan, when such a plan is required for deployment. Those requiring a Family Care Plan in order to be deployed include single soldiers, geographical bachelors or dual-military parents both being deployed in support of OIF/OEF. The below documentation will have to be sent to the Eligibility POC at DoDDS-E to grant space available tuition free enrollment for OIF/OEF:

- \* A Family Care Plan approved by the service member's CONUS commanding officer which clearly identifies the guardian as an individual residing in a European location served by a DoDDS school. The child(ren) must reside with the designated caregiver.
- \* Documented proof that the child's parent/legal guardian has been deployed in direct support of OIF/OEF. Which could consist of either a memorandum signed by the CONUS commander or deployment orders.
- \* A written request for exception signed by the service member's CONUS Commanding Officer or a O-6 in a position of leadership in the service members' chain of command. CONUS based military members are not entitled to tuition-free enrollment in DoDDS schools, therefore we need a request for exception to this policy. This document will be accepted in lieu of a court decree.

Once DoDDS-E approves space available enrollment the school principal will inform the local military commander in writing that the child is in the community, and will explain the circumstances and state that the child is being enrolled in the school. The notification will request that if the military commander has any concern or objection to the enrollment, he/she should contact the school by a date specified by the principal.

Eligibility of students enrolled under these procedures will continue until the end of the semester in which the parent/guardian returns from OIF/OEF. It is the responsibility of the parent and designated guardian to provide all required documentation to the DoD school and to make any and all arrangements necessary for base access and other support.

Chapter 9 – In Loco Parentis (ILP) Enrollment

<b>IN LOCO PARENTIS AFFIDAVIT FORM</b>	
<b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> 10 U.S.C. 2164 and 20 U.S.C. 921-932.  <b>PRINCIPAL PURPOSE:</b> The information may be used within the Department of Defense (DoD) to determine dependent eligibility to enroll in schools operated by the Department of Defense Education Activity .  <b>ROUTINES USE(S):</b> The Department of Defense Education Activity (DoDEA) may release information without prior consent within the DoD when needed to perform an official DoD duty, in accordance with 5 U.S.C. 552a(b)(1). In addition, in accordance with 5 U.S.C. 552a(b)(3), information contained therein may be disclosed outside the DoD as a routine use pursuant to "Blanket Routine Uses," as published at <a href="http://www.defenselink.mil/privacy/notice/osd">http://www.defenselink.mil/privacy/notice/osd</a>, for example, for valid medical, law enforcement or security purposes, or for use in litigation involving the DoD.  <b>DISCLOSURE:</b> Disclosure to the Agency of the information requested on this form is voluntary; but failure to provide all requested information may result in the delay or denial of student services.</p>	
I hereby request the enrollment of:	
_____	_____
Name of Child (Last, First, Middle Initial)	Date of Birth (MMDDYYYY)
NAME OF SCHOOL: _____	
<p>I, _____ (rank and name of sponsor) certify that _____ (name of child) is a full-time resident in my household and I am standing In Loco Parentis (ILP) to him/her (meaning that I have willfully assumed full parental responsibility and authority for him/her, and the child recognizes the In Loco Parentis position). I am providing more than one-half of his/her support.</p> <p>As evidence of the In Loco Parentis relationship, I am attaching a notarized Power of Attorney signed by the child's parent/legal guardian. I accept financial and educational responsibility for the child named above as if he/she were my natural or legally adopted child.</p> <p>I agree to immediately notify the school principal if any change should occur in the ILP relationship, which I have with the child. I understand that if it is determined that this child has been fraudulently enrolled in the Department of Defense school, the child shall be withdrawn, and I shall be liable for tuition for the entire time of the fraudulent enrollment.</p> <p>This affidavit in itself does not attest to the legal status of the child.</p> <p>I certify, under the laws of the United States of America, that this statement, to the best of my knowledge, is true and correct.</p>	
_____	_____
Signature of Sponsor	Date (MMDDYYYY)
<p>I have reviewed this request for enrollment based on the stated In Loco Parentis relationship of _____ (name of sponsor) and _____ (name of child) and <input type="checkbox"/> I am <input type="checkbox"/> I am not satisfied that the sponsor is aware of the requirements of this relationship.</p>	
_____	_____
Signature of Commander	Date(MMDDYYYY)
_____	_____
Printed Name of Commander	Telephone Number

# CHAPTER 10

## AGE REQUIREMENTS

### **Maximum Age**

Per DoDEA Regulation 1342.13, a dependent must not have reached their 21<sup>st</sup> birthday by October 31<sup>st</sup> of the current school year.

### **Minimum Age**

It is the policy of the Department of Defense Education Activity that a child must turn 5 or 6 by September 1 of the enrolling year for entrance into kindergarten and first grade respectively. Entrants into the Sure Start Program must be 4 years of age by September 1 of the enrolling year. Documentary evidence supporting the stated age must be presented at the time of enrollment.

The only permitted exceptions to the September 1 date are for transfer students who meet the criteria outlined below. The prior enrollment of the student must be from a duly accredited program; i.e., a school recognized by the local education agency from the sponsor's assigned sending state. (If a student wants to transfer from a school which is not recognized, he or she must meet DoDEA's age requirements).

The elementary school principal is authorized to make an exception to the minimum age requirement for space-required students when one of the following criteria is met:

1. A student who was enrolled in, and attended his or her prior school shall be allowed to continue enrollment at grade level in DoDDS-E; commensurate with the student's current grade level, including kindergarten, while in a school of a local educational agency in the assigned sending state, or the Non-DoD Schools Program; at the time of transition, regardless of age. Please note that in all cases the child's move to the overseas area must be in conjunction with the sponsor's PCS move.
2. A student that has satisfactorily completed the prerequisite grade level in the local educational agency in the assigned sending state, or the Non-DoD Schools Program, shall be eligible for enrollment in the next highest grade level in DoDDS-E, regardless of age.

The above criteria may be applicable to home schooled children if the home school program is accredited and the child met the minimum age requirement of the state they are PCSing from.

# *CHAPTER 11*

## *SPACE-AVAILABLE ENROLLMENT*

DoDEA Regulation 1342.13 authorizes the enrollment of several categories of students on a space-available basis and provides for enrollment priorities. The rules regarding space available enrollments are found in DoDEA Regulation 1030.1, and all space-available enrollments should have the DoDEA Form 1030.1 signed by the sponsor. It is highly recommended that registrars become familiar with the regulation. Some of the rules worth noting are below.

- \* A sponsor seeking to enroll a dependent on a space-available basis will provide the school principal with the following records prior to approval for enrollment: (1) educational records, (2) assessment records, (3) disciplinary records, (4) records concerning special needs of the child, and (4) any additional records specified by the school principal.
- \* The individual school Principal, in conjunction with his or her District Superintendent, will make the initial determination as to whether space is available in that school.
- \* It is possible that space will be unavailable for new (not previously enrolled in that school) students or unavailable for all space-available students (including returning or current students).
- \* Space may be unavailable for an entire school, for a grade within that school, or for an individual child since "space" can be defined to be the resources necessary to support a student's Individualized Education Plan (IEP) requirements.
- \* Admission may be denied or enrollment discontinued whenever it is determined that sufficient physical space, manpower, related services, supplies, materials, equipment, and transportation are not available to serve, or to continue to serve, a space-available dependent.
- \* When determining eligibility for space-available enrollment, no portion of an educational program may be waived in order to enroll a minor dependent on a space-available basis if the program is required by:
  - DoD or DoDEA regulations or policies
  - An Individualized Education Program (IEP)
  - Any other plan that requires special services
- \* If a school is informed by the servicing military medical facility that provides some of the essential, related services to the school, that the medical facility is unable or unwilling to provide such services on behalf of a space-available minor dependent; space is not available at the school.

## Chapter 11 - Space-Available Enrollment

- \* The continued enrollment of a space-available dependent is not guaranteed from school year to school year; whether in the next grade level at the current school, or in the next school as defined by the applicable district feeder plan.
- \* A space-available dependent who enrolls in the same school that he/she attended in the previous school year or who enrolls in a school in the same district shall be given priority off enrollment within his/her enrollment eligibility category.
- \* Each space-available dependent within a particular enrollment eligibility category will be considered for enrollment based upon the date on which the sponsor was assigned/hired in the current overseas location.
- \* Any decision regarding the capability of a school to provide for the needs of the student in the following school year are tentative, and serve only to establish the priority (date of application), within the category for which the space-available dependent qualifies.

# CHAPTER 12

## EXCEPTION TO THE FEEDER PLAN

### ***What is it?***

Each school has an area within which students walk or are bused to that school. The enrollment of students in such an area in the specified school is called a “feeder plan.” Copies of feeder plans for specific schools can normally be found in the District Office, the Community Transportation Office, the District School Bus Office, and the school. The District Superintendent’s office is the point of contact for feeder plans and exceptions to the feeder plan.

If a sponsor lives within a feeder area, his/her dependents are normally enrolled in the school specified in the feeder plan. In some circumstances, the DoD sponsor may wish to request the enrollment of the student in another school. This is often as a result of the spouse or sponsor working in a different community than they live.

### ***The Process***

The sponsor may request an exception to such a feeder plan by submitting an exception to the feeder plan request form through the losing school Principal or Principal where the child is designated to enroll. Districts may have their own version of such a form, but an example is provided at the end of this chapter.

If requesting enrollment in a school within the same district, this request will then be forwarded to the gaining school Principal. If requesting enrollment in a school in another district, the request will be forwarded through the losing District Superintendent’s Office to the gaining District Superintendent’s Office and gaining school Principal.

### ***The Rules***

- \* Requests for exception to the feeder plan are granted only in extenuating circumstances.
- \* A determination is based upon the ability of the gaining school to serve the child and the adequacy of support for the child in the new community. Based upon local policy, it may be required to obtain the local military community’s position on the transfer, particularly in restricted tour areas.
- \* In no case should the enrollment be accomplished before approval is given.
- \* In the case of space-required students, they are enrolled as space-required at the gaining school.
- \* Students with this exception reside outside of the commuting area of the gaining school. Therefore transportation will not be provided at government expense. The sponsor can either transport the student to and from school, or if there is space available, take the student to a pre-established bus stop.
- \* All temporary exceptions to the feeder plan are reviewed on an annual basis.
- \* Once granted an exception to the feeder plan, Category 1H students will be considered for transportation if there is space available and the sponsor takes the student to a pre-established bus stop.
- \* If a space-required sponsor wishes to enroll his/her dependents in another overseas location an exception to the feeder plan is not required. The enrollment is authorized as space-available under category enrollment category 3.



# *CHAPTER 13*

## *EXTENDED SCHOOL YEAR (SUMMER)*

### *SESSIONS FOR SPECIAL EDUCATION*

#### *STUDENTS*

A student previously enrolled in a DoDDS school who's Individualized Education Program (IEP) (DS Form 2501) requires education during the summer period will be enrolled in such a program in the same enrollment category as during the regular school year. Space-required and Space-Created students will be served as provided for in their IEP's. Space-available students will be served according to their IEP's if space (as defined in the DoDEA 1030.1) is available. In no instance will space be created (e.g., staff hired) solely to support space-available students.

For tuition-paying students who are served during the extended (summer) session, no additional tuition is charged.

The above program is in conjunction to the regular school year and is not to be confused with regular summer school.

Summer school classes are offered at some DoDDS institutions and separate enrollment instructions are sent to participating schools.

# CHAPTER 14

## HOME SCHOOLING

### **Overview**

It is DoDEA policy neither to encourage nor discourage DoD sponsors from home schooling their minor dependents. DoDEA recognizes that home schooling is a parent/sponsor's right and is a legitimate alternative form of education

A host nation, state, commonwealth, or territory where a DoD sponsor is stationed may impose legal requirements or restrictions on home schooling practices. DoDDS encourages DoD sponsors who wish to home school their dependents to communicate their desire to their commanders to determine if there are any command policies or other rules ensuring that home schooling practices meet host nation, state, commonwealth, or territory requirements. Sponsors are responsible for complying with applicable local requirements.

DoDDS does not provide home school materials. Obtaining these materials is the responsibility of the sponsor wishing to home school his or her dependent children. However, DoDDS will loan surplus textbooks to parents if those materials would be helpful to the home school program.

### **Availability of Auxiliary Services to Home School Students**

A recent change to section 1407 of the Defense Dependents' Education Act of 1978 states the following; "A dependent who is educated in a home school setting, but who is eligible to enroll in a school of the Defense Dependents Education System, shall be permitted to use or receive auxiliary services of that school without being required to either enroll in that school or register for a minimum number of courses offered by that school. The dependent may be required to satisfy other eligibility requirements applicable to students actually enrolled in that school who use or receive the same auxiliary services".

Auxiliary services are defined as use of academic resources; access to the library of the school; after-hours use of school facilities; and participation in music, sports, and other extracurricular and interscholastic activities.

- \* Academic resources includes textbooks, workbooks, library books, scheduled standardized tests, software, and internet access that is obtained through the media center/library of the school. These materials and services are provided to home schooled students on the same basis that such resources are made available to dependents enrolled in DoDEA schools.
- \* After-hours use of school facilities by home schooled students is determined on the same basis as other dependents enrolled in that school. Home schooled students may use a specific school's facilities after the school day has ended.
- \* Extracurricular activities vary from school to school. All school-sponsored extra-curricular programs, e.g., drama, public speaking, Model United Nations, cheerleading, music, and Future Business Leaders of America, are available to space-required home schooled students.

## Chapter 14 – Home Schooling

- \* Interscholastic activities are those activities that are conducted between two or more schools. Activities may be athletic or academic in nature (e.g., varsity football, science symposium, U.S. Model Senate.)

Tuition paying sponsors will have to pay for auxiliary services. Tuition for extra curricular activities will be charged as a set rate per semester, regardless of how many activities a home schooled student participates in. For activities that begin in the first semester and end in the second semester, tuition will be charged once in the first semester. No student will be charged twice for an activity that crosses both semesters. Extra curricular tuition rates can be found at the end of chapter 9.

Regarding extra curricular sports, tuition is due no later than two weeks after the first official day of practice. No tuition will be due if the student does not make the team. If a student does make the team, a tuition refund will not be granted if the student is removed from the team due to disciplinary action or injury.

# CHAPTER 15

## PART-TIME ENROLLMENT

### **Eligibility**

A student's eligibility for part-time enrollment is no different from that of regular full-time enrollment. The same enrollment eligibility categories apply.

### **Postgraduate Students**

Those students who have already earned a high school diploma, but are otherwise eligible to attend DoDDS, and who still do not meet specific college entrance requirements, may be enrolled as space-available, tuition-paying, in order to meet those requirements. The sponsor's status will determine whether to charge the federally connected or non-federally connected space available rate.

Enrollment for such students should be restricted to those courses that are required for admission to institutions of higher education, or that are determined by the principal as having specific value to the student's future vocational opportunities or educational program. In no case may such students participate in interscholastic activities.

### **Bus Service**

DoDDS has no obligation to provide special bus service for the benefit to students who are enrolled part-time. However, as a general rule, it is appropriate to allow students who are enrolled part-time to use our buses when they would come to or leave our schools at times which are consistent with our bus schedules.

### **Tuition**

Both Federally Connected and Non-Federally Connected tuition-paying sponsors may enroll their family members on a part-time basis. Advance tuition payment will be made based on the number of classes that a student attends. Students enrolled in Preschool Services Children with Disability (PSCD) now have a tuition rate based on total hours of weekly educational services. Eligibility documents are required just as with full-time students, and this will determine the amount of tuition that is due. See attachments at the end of this chapter for tuition rates.

Students attending 6 classes or more will be assessed the full tuition rate. There will be no decrease in tuition for a late enrollment during class period. Refunds may be payable for every quarter that the student doesn't attend. Auditing courses (attending courses on a non-credit basis to avoid the payment of tuition) is not authorized.

Extra Curricular participation will be charged tuition based on a set rate per semester, regardless of the number of activities a student participates in, and is an additional charge for students who participate in 3 or fewer classes. For extra curricular programs/activities that begin in the first semester and end in the second semester, tuition will be charged once in the first semester. No student will be charged twice for a program/activity that crosses both semesters. Extra Curricular tuition payments are nonrefundable for early withdrawals for any reason, to include removal from an activity due to disciplinary action or injury.

Chapter 15 – Part-Time Enrollment

***Part time Federally connected rate (SY 11/12)***

PART TIME ENROLLMENT - Federally Connected =class that lasts the <b>entire school year</b>						
Category	1 Class	2 Classes	3 Classes*	4 Classes	5 Classes	6-7 Classes
Full Day Kindegarten and Grades 1-6	\$2,945	\$5,890	\$8,835	\$11,781	\$14,726	\$20,616
Grades 7-8	\$3,101	\$6,202	\$9,303	\$12,405	\$15,506	\$21,708
Grades 9-12	\$3,255	\$6,511	\$9,766	\$13,022	\$16,277	\$22,788
PART TIME ENROLLMENT - Federally Connected =class that lasts <b>one semester</b>						
Category	1 Class	2 Classes	3 Classes*	4 Classes	5 Classes	6-7 Classes
Full Day Kindegarten and Grades 1-6	\$1,473	\$2,945	\$4,418	\$5,890	\$7,363	\$10,308
Grades 7-8	\$1,551	\$3,101	\$4,652	\$6,202	\$7,753	\$10,854
Grades 9-12	\$1,628	\$3,255	\$4,883	\$6,511	\$8,139	\$11,394
PART TIME ENROLLMENT - Federally Connected =class that lasts <b>one quarter</b>						
Category	1 Class	2 Classes	3 Classes*	4 Classes	5 Classes	6-7 Classes
Full Day Kindegarten and Grades 1-6	\$736	\$1,473	\$2,209	\$2,945	\$3,681	\$5,154
Grades 7-8	\$775	\$1,551	\$2,326	\$3,101	\$3,876	\$5,427
Grades 9-12	\$814	\$1,628	\$2,442	\$3,255	\$4,069	\$5,697

***Part-Time Non-Federally Connected rate (SY 11/12)***

PART TIME ENROLLMENT - Non-Federally Connected =class that lasts the <b>entire school year</b>						
Category	1 Class	2 Classes	3 Classes*	4 Classes	5 Classes	6-7 Classes
Full Day Kindegarten and Grades 1-6	\$3,060	\$6,120	\$9,180	\$12,240	\$15,300	\$21,420
Grades 7-8	\$3,221	\$6,442	\$9,663	\$12,885	\$16,106	\$22,548
Grades 9-12	\$3,382	\$6,765	\$10,147	\$13,529	\$16,911	\$23,676
PART TIME ENROLLMENT - Non-Federally Connected =class that lasts <b>one semester</b>						
Category	1 Class	2 Classes	3 Classes*	4 Classes	5 Classes	6-7 Classes
Full Day Kindegarten and Grades 1-6	\$1,530	\$3,060	\$4,590	\$6,120	\$7,650	\$10,710
Grades 7-8	\$1,611	\$3,221	\$4,832	\$6,442	\$8,053	\$11,274
Grades 9-12	\$1,691	\$3,382	\$5,073	\$6,765	\$8,456	\$11,838
PART TIME ENROLLMENT - Non-Federally Connected =class that lasts <b>one quarter</b>						
Category	1 Class	2 Classes	3 Classes*	4 Classes	5 Classes	6-7 Classes
Full Day Kindegarten and Grades 1-6	\$765	\$1,530	\$2,295	\$3,060	\$3,825	\$5,355
Grades 7-8	\$805	\$1,611	\$2,416	\$3,221	\$4,026	\$5,637
Grades 9-12	\$846	\$1,691	\$2,537	\$3,382	\$4,228	\$5,919

**Part-Time Extra Curricular Participation**

Extra Curricular Program Participation*	Federally Connected	Non-Federally Connected
PSCD and Sure Start	\$370.00	\$380.00
Full Day Kindergarten and Grades 1-6	\$740.00	\$770.00
Grades 7-8	\$780.00	\$810.00
Grades 9-12	\$810.00	\$850.00

- \* Extra Curricular Program fees are not included when taking 3 or less. Fees are payable per semester, not per program or activity. If a program starts in the first semester but doesn't end until the second semester, the sponsor is only charged for the first semester.

**PSCD, Tuition rates  
(Hours are per week)**

**Federally Connected  
PSCD**

	0-4 hours	5-7 hours	8-10 hours	11-13 hours	14-16 hours	17+ hours
Annual	\$2,062	\$3,608	\$5,154	\$6,700	\$8,246	\$10,308
Semester	\$1,031	\$1,804	\$2,577	\$3,350	\$4,123	\$5,154
Quarterly	\$515	\$902	\$1,289	\$1,675	\$2,062	\$2,577

**Non-Federally Connected  
PSCD**

	0-4 hours	5-7 hours	8-10 hours	11-13 hours	14-16 hours	17+ hours
Annual	\$2,143	\$3,751	\$5,358	\$6,965	\$8,573	\$10,716
Semester	\$1,072	\$1,875	\$2,679	\$3,483	\$4,286	\$5,358
Quarterly	\$536	\$938	\$1,340	\$1,741	\$2,143	\$2,679

- \* Based on 20 hours of maximum (there are exceptions) PSCD requirements.

# CHAPTER 16

## DEFINITION OF TERMS

**COMMAND-SPONSORED.** A condition that exists when a DoD sponsor, either a military sponsor or a civilian employee of the DoD, is authorized by the DoD or military service to transport his/her dependents to or from an overseas location at U.S. Government expense. And who is authorized by Department of State Standardized Regulations to receive a housing allowance at the "with dependent" rate, while assigned by DoD overseas. This definition includes dependents authorized to travel under designated location movement orders.

**COMMUTING AREA.** A designated geographical area surrounding a DoDDS facility within which student transportation at U.S. Government expense is provided for the commute of DoD space required dependent students between residence and school except for those living within walking distance of the school.

**CORRESPONDENCE COURSES.** Home or supplemental instruction courses for DoD dependent students.

### **DESIGNATED LOCATION MOVE**

A DoD directed and funded move of dependents to an overseas location (a) different from that overseas area to which the DoD sponsor has been assigned, or (b) without regard to the sponsor's location if the sponsor is serving on unusually arduous sea duty or is TDY to an overseas area for a period over one year and the dependents are moved overseas at U.S. Government expense by reason of hardship. When a dependent of a sponsor who is assigned overseas is authorized a designated location move, the dependent shall be considered to be command-sponsored only in the designated area to which the dependent is transported, and shall be eligible for transportation only within the commuting area for the school serving dependents in the designated area.

**DoD DEPENDENTS SCHOOLS (DoDDS).** Schools established by the Department of Defense in overseas areas to provide primary and secondary education for minor dependents of DoD sponsors.

**DoD DEPENDENT STUDENT.** A minor dependent who:

1. Is the child, stepchild, adopted child, ward, or spouse of a DoD sponsor, or who is a resident in the household of a DoD sponsor who stands In Loco Parentis to such individual and who receives one-half or more of his/her support from such sponsor; and
2. Has not completed secondary school and who will reach his/her 5th birthday by September 1st, but not 21st birthday by October 31st of the current school year; or
3. Has a disability, and is between 3 and 5 years of age by September 1st of the current school year.

**DoD SPONSOR.** A member of the Armed Forces serving on active duty, or a full-time U.S. DoD civilian employee, stationed overseas on PCS orders.

### **ENROLLMENT/DISENROLLMENT**

A dependent shall be deemed enrolled in DoDDS on the first day the dependent actually attends school, or, when authorized in writing by the Director, DoDEA, or designee, on the first day of enrollment in that non-DoDDS facility.

A student enrolled shall be disenrolled, thereby terminating the duty of DoDDS to provide an education, upon the occurrence of any of the following conditions:

1. Termination of the school year. A student may be treated as enrolled when school is not in session for the limited purposes of rendering eligibility decisions and placing dependents in the appropriate school contingent upon the dependent's status on the first day of actual attendance.
2. Incarceration of the dependent by foreign officials. Though disenrolled from school, DoDDS may be liable for correspondence courses for command-sponsored dependents.
3. Entrance of an order by the appropriate military commander unconditionally barring a dependent's entry onto the military facility or military controlled area (e.g., housing area) where the school is located.
4. Suspension or expulsion under rules promulgated by the Director, DoDEA. DoDDS may be liable to provide correspondence courses for command-sponsored students that have been expelled.
5. With respect to students enrolled in a "tuition-paying" status, failure to pay tuition on a timely basis.
6. A court order withdrawing custody of the child from the sponsor to another person or institution.
7. The documentation presented on the initial enrollment did not accurately reflect the status of the student. The enrollment was in a tuition free category and should have been tuition paying. The sponsor must pay outstanding tuition to continue enrollment in DoDDS in the tuition-paying category. The withdrawal of the child does not negate the necessity to pay outstanding tuition to the point of withdrawal, i.e., the end of the grading period in which the student is withdrawn.

**FEEDER PLANS.** Plans that reflect all DoDDS-E Schools, and the areas and/or military installations or communities served by each school. Dependents eligible to enroll on a space-required, tuition-free basis are eligible for such enrollment only in schools specified in the feeder plan for a particular geographical area.

**INDIVIDUALIZED EDUCATION PROGRAM (IEP).** A written document defining specially designed instruction for a student with a disability, ages 3 through 21 years, inclusive.

**IN LOCO PARENTIS.** A transitory condition created by necessity for such time as an adult person, not the child's natural parent, exercises actual parental care, custody, and control of a minor. This includes the financial support of the child. The adult claiming in loco parentis status must demonstrate the authenticity of the relationship. (Refer Chapter 3)

**MEMBER OF HOUSEHOLD.** A status given by the military personnel authorities that attests to the presence of a person (other than those command sponsored) in the community. Member of Household does not convey status for enrollment within DoDDS on a tuition free basis.

**NON-APPROPRIATED FUNDS EMPLOYEE.** US or US Naturalized citizens employed Regular Full Time (RFT) or Regular (Reg) qualifies for category 1 enrollment. Regular Part Time (RPT) or Flexible time (Flex) qualifies for category 2B irrespective the number hours that they work.

**STATIONED OVERSEAS.** Section 1414 of Public Law 95-561 (20 USC 932) defines overseas area as being other than "the several States, the District of Columbia, the Commonwealth of Puerto Rico, and the possessions of the United States (excluding the Trust Territory of the Pacific Islands and Midway Island)."

Stationed means a U.S. Government financed permanent change of station of a military member to an overseas area for duty or the full-time employment by DoD of a civilian in an overseas area which is the permanent duty station of the employee. "Assigned" or "assignment" has the same meaning as "station" or "stationed". Therefore, temporary duty (TDY,) leave, furlough, reserve deployment, leave without pay, or anything other than a permanent change of station (PCS) assignment does not qualify, except in those situations where civilian employees of DoD were hired overseas.

For purposes of individuals assigned to ships, the homeport of the ship is considered to be the port of assignment. Personnel aboard vessels home ported in the U.S., who are assigned to unusually arduous sea duty, or are sent overseas in a TDY status one year or longer, and whose dependents are authorized a designated location move assignment to an overseas area shall be deemed to be assigned overseas.

"Stationed" also means that the sponsor has arrived at the overseas unit and signed in. Being on overseas orders, hoping for overseas orders, or being TDY en route to a PCS assignment overseas does not qualify dependents for tuition-free enrollment in DoDDS. Also, continuous or long-term assignment overseas on TDY status does not qualify for tuition-free enrollment except as outlined above.

**SPACE-REQUIRED.** Pupil accommodations that must be provided by DoDDS.

**SPACE-AVAILABLE.** Pupil accommodations that may be provided by DoDDS. The Director, DoDEA, or designee, must determine that the school has adequate staff and other resources to permit the enrollment of non space-required students.

**SPACE CREATED.** Space allocated to US Contractor family members in DoDDS based on documentation presented at the time of registration

**SPONSOR.** A person who is legally responsible for the general welfare of a school age child whom the sponsor is presenting for enrollment (sponsoring) into the DoDDS system. This refers to non-DoD sponsors, such as other U.S. Government, U.S. citizen, and foreign sponsors.

**TRANSFER.** As applied from DoDEA 1342.13 paragraph 4.3.1.1.5, transfer will include PCS and all voluntary separations from the DoD.

# EXHIBITS

## DoDEA Form 601

### VERIFICATION OF MILITARY EMPLOYMENT

<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 U.S.C. 2164, 20 U.S.C. 921-932, and DoDEA Regulation 1342.13.</p> <p><b>PRINCIPAL PURPOSE:</b> The information may be used within the Department of Defense (DoD) to determine dependent eligibility to enroll in the schools operated by the Department of Defense Education Activity.</p> <p><b>ROUTINES USE(S):</b> The Department of Defense Education Activity (DoDEA) may release information without prior consent within the DoD when needed to perform an official DoD duty, in accordance with 5 U.S.C. 552a(b)(1). In addition, in accordance with 5 U.S.C. 552a(b)(3), information contained therein may be disclosed outside the DoD as a routine use pursuant to "Blanket Routine Uses," as published at <a href="http://www.defenselink.mil/privacy/notice/osd">http://www.defenselink.mil/privacy/notice/osd</a>, for example, for valid medical, law enforcement or security purposes, or for use in litigation involving the DoD.</p> <p><b>DISCLOSURE:</b> Disclosure to the Agency of the information requested on this form is voluntary, but failure to provide all requested information may result in the delay or denial of student services.</p>
--

**SECTION A: Sponsor Information**

Sponsor's Name (*Last, First, Middle Initial*) \_\_\_\_\_ Grade \_\_\_\_\_

Sponsor's Unit and Phone Official Number \_\_\_\_\_

Sponsor's Official E-mail Address \_\_\_\_\_

**SECTION B: Dependent Information and Date Eligible for Return From Overseas (DEROS) Information**  
(*To be completed by the Command or Military Personnel Office Only*)

**Command Sponsored dependent children information not listed on the sponsor's current PCS orders:**

Student Name (*Last, First, MI*)    Birth Date (*MMDDYYYY*)    Student Name (*Last, First, MI*)    Birth Date (*MMDDYYYY*)

Student Name (*Last, First, MI*)    Birth Date (*MMDDYYYY*)    Student Name (*Last, First, MI*)    Birth Date (*MMDDYYYY*)

Student Name (*Last, First, MI*)    Birth Date (*MMDDYYYY*)    Student Name (*Last, First, MI*)    Birth Date (*MMDDYYYY*)

Date command sponsorship approved\* \_\_\_\_\_

Sponsor's current DEROS\*\* \_\_\_\_\_

Military Department (see reverse) \_\_\_\_\_

I certify that the dependent(s) listed is (are) authorized transportation to and /or from the sponsor's location of assignment at U.S. Government expense and the sponsor is authorized a housing allowance at the "with dependent" rate for the listed student(s) for overseas locations or certify that the dependents are authorized to live in permanent base quarters for CONUS location.

Grade    Printed Name (*Last, First, MI*)    Telephone Number    E-mail Address

Command or Military Personnel Office Signature    Date (*MMDDYYYY*)

\* Personnel on long term TDY status or performing temporary or periodic reserve duty do not have a right to accompanied travel and their dependents are not "command sponsored." They may have a departure date, but they do not have a DEROS. Personnel in long term TDY status or reservists are not entitled to dependent enrollment and this block must be checked "not applicable."  
\*\* Personnel on long term TDY status may have a departure date, but they do not have a DEROS. This block should be checked "not applicable" for personnel in a long term TDY status, or reservists who are performing temporary or periodic reserve duty.

EXHIBITS

DoDEA Form 602

VERIFICATION OF CIVILIAN EMPLOYMENT

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 2164 and 20 U.S.C. 921-932.  
**PRINCIPAL PURPOSE:** The information may be used within the Department of Defense (DoD) to determine dependent eligibility to enroll in schools operated by the Department of Defense Education Activity.  
**ROUTINES USE(S):** The Department of Defense Education Activity (DoDEA) may release information without prior consent within the DoD when needed to perform an official DoD duty, in accordance with 5 U.S.C. 552a(b)(1). In addition, in accordance with 5 U.S.C. 552a(b)(3), information contained therein may be disclosed outside the DoD as a routine use pursuant to "Blanket Routine Uses," as published at <http://www.defenselink.mil/privacy/notice/osd>, for example, for valid medical, law enforcement or security purposes, or for use in litigation involving the DoD.  
**DISCLOSURE:** Disclosure to the Agency of the information requested on this form is voluntary, but failure to provide all requested information may result in the delay or denial of student services.

Employee's Name (*Last, First, Middle initial*) \_\_\_\_\_  
 Sponsor's Official Phone Number \_\_\_\_\_ Official E-mail Address \_\_\_\_\_

**TO BE COMPLETED BY THE EMPLOYEE'S CIVILIAN PERSONNEL OFFICE ONLY**

Employee's DoD Agency (see reverse) \_\_\_\_\_

Is the employee listed above a US Citizen/National?      Yes \_\_\_ No \_\_\_

Permanent full time? Yes \_\_\_ No \_\_\_      Number of hours/week \_\_\_\_\_

Is the employee a CONUS hire or receiving CONUS hire entitlements? (LQA w/dependents + Civilian Transportation Agreement for the current position)      Yes \_\_\_ No \_\_\_

DoDDS: Date Eligible to Return from Overseas (DEROS) \_\_\_\_\_

\_\_\_\_\_  
 Printed Name (*Last, First, Middle Initial*) of CPO/HRO/CPAC/DoDDS District HRO      Signature

\_\_\_\_\_  
 Telephone Number      E-mail Address      \*Date Signed (YYYYMMDD)

BY SIGNING AND DATING THIS FORM YOU ARE CERTIFYING THAT THE INFORMATION PROVIDED IS VALID.

**NOTE:** \*The certification date cannot be left blank. It's mandatory in order to validate the employee's current employment.

*For local hire and sponsors with "indefinite" DEROS: This form must be signed and turned in on the first day of attendance or within 48 hours after the first day of attendance; a completed new form is required every school year.*

*For DoDEA Teaching Staff: DoDEA HR can approve up to 3 years.*

\_\_\_\_\_  
 Student Name (*Last, First, MI*)    Birth Date (YYYYMMDD)    Student Name (*Last, First, MI*)    Birth Date (YYYYMMDD)

\_\_\_\_\_  
 Student Name (*Last, First, MI*)    Birth Date (YYYYMMDD)    Student Name (*Last, First, MI*)    Birth Date (YYYYMMDD)

\_\_\_\_\_  
 Student Name (*Last, First, MI*)    Birth Date (YYYYMMDD)    Student Name (*Last, First, MI*)    Birth Date (YYYYMMDD)

EXHIBITS

**DSE Form 804**

(COMPANY LETTERHEAD)

Through: (School Name)\*

DATE:

To: DoDDS-Europe

Resource Management Office

Attn: Tuition Collection

Unit 29649 Box 7000

APO AE 09002-7000

- or -

DoDDS - Europe

Resource Management Office

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). We understand that tuition payments must be received by the DoDDS-E within 30 days of the invoice date. Any questions concerning the payment of tuition should be addressed to (name, telephone, 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)**

STUDENT(S)	SPONSOR	AGE	GRADE	SCHOOL*
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 Elementary School
David Lavay	DeAnna Lavay	6	1	Argonner Elementary School

(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

EXHIBITS

**(Central billing example letter)**

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

July 15, 2008

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 2009 / 2010. All billings for these costs should be forwarded to the above address. We understand that tuition payments must be received by the DoDDS-E within 30 days of the invoice date. 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.

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

<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 School	DeAnna Lavay	6	1	Argonner Elementary
David Lavay School	DeAnna Lavay	6	1	Argonner Elementary

-Signed-  
Mr. Fred Smith  
Chief Executive Vice President, ABMC

EXHIBITS

*Eligibility Handout (DoD Civilians)*

**Enrollment Eligibility Categories for DoD Civilians**

*Identify the appropriate category and provide documents to support this as listed below*

<b>Residing with the Sponsor Overseas</b> <i>Space-Required, Tuition-Free</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
1FA	Dept of Army Civ	A or (A+B) or [C+(E or G)]
1FB	Dept of Navy Civ	A or (A+B) or [C+(E or G)]
1FC	U.S. Marine Corps Civ	A or (A+B) or [C+(E or G)]
1FD	Dept of Air Force Civ	A or (A+B) or [C+(E or G)]
1FE	U.S. Coast Guard Civ	A or (A+B) or [C+(E or G)]
1FF	Def Commissary Agency	A or (A+B) or [C+(E or G)]
1FG	AAFES	A or (A+B) or [C+(E or G)]
1FH	Stars and Stripes	A or (A+B) or [C+(E or G)]
1FI	Def Audit Agency	A or (A+B) or [C+(E or G)]
1FJ	Def Contracting Agency	A or (A+B) or [C+(E or G)]
1FK	Def Fin and Accounting	A or (A+B) or [C+(E or G)]
1FL	Def Logistics Agency	A or (A+B) or [C+(E or G)]
1FM	Def Info Sys Agency	A or (A+B) or [C+(E or G)]
1FN	DoD Intel Agencies	A or (A+B) or [C+(E or G)]
1FO	DoDEA / DoDDS	A or (A+B) or [C+(E or G)]
1FP	Other	A or (A+B) or [C+(E or G)]
1FQ	Def Sec Cooperation	A or (A+B) or [C+(E or G)]
1FR	Def Threat Reduction	A or (A+B) or [C+(E or G)]
1FS	OSD Missile Def Agency	A or (A+B) or [C+(E or G)]
1FT	Def POW/MIA Activity	A or (A+B) or [C+(E or G)]
1FV	Navy/Marines Exchange	A or (A+B) or [C+(E or G)]

<b>Residing in Different Overseas Location</b> <i>Space-Available, Tuition-Free</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
3FA	Dept of Army Civilian	A or [C+ (E or G)+H]
3FB	Dept of Navy Civilian	A or [C+ (E or G)+H]
3FC	U.S. Marine Corps Civilian	A or [C+ (E or G)+H]
3FD	Dept of Air Force Civilian	A or [C+ (E or G)+H]
3FE	U.S. Coast Guard Civilian	A or [C+ (E or G)+H]
3FF	Def Commissary Agency	A or [C+ (E or G)+H]
3FG	AAFES	A or [C+ (E or G)+H]
3FH	Stars and Stripes	A or [C+ (E or G)+H]
3FI	Def Audit Agency	A or [C+ (E or G)+H]
3FJ	Def Contracting Agency	A or [C+ (E or G)+H]
3FK	Def Finance and Accounting	A or [C+ (E or G)+H]
3FL	Def Logistics Agency	A or [C+ (E or G)+H]
3FM	Def Info Sys Agency	A or [C+ (E or G)+H]
3FN	DoD Intel Agencies	A or [C+ (E or G)+H]
3FO	DoDEA / DoDDS	A or [C+ (E or G)+H]
3FP	Other	A or [C+ (E or G)+H]
3FQ	Def Sec Cooperation	A or [C+ (E or G)+H]
3FR	Def Threat Reduction	A or [C+ (E or G)+H]
3FS	OSD Missile Def Agency	A or [C+ (E or G)+H]
3FT	Def POW/MIA Activity	A or [C+ (E or G)+H]
3FV	Navy/Marines Corps Exchange	A or [C+ (E or G)+H]

<b>Security Assistance Program / Foreign Military Sales</b> <i>Space-Required, Tuition-Paying</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
1GA	Security Assistance Prg	A or (A+B) or [C+(E or G)]
1GB	Foreign Military Sales	A or (A+B) or [C+(E or G)]

<b>Other DoD Civilian</b> <i>Space-Available, Tuition-Paying</i>		
<b>Code</b>	<b>Description</b>	<b>Documentation Required</b>
2BA	Part-time APF or NAF	C + (E or G)
2CA	Civilian TDY from CONUS	D + (E or G)
<i>Space-Available, Tuition-Free</i>		
3GF	Civilian with Sec Def tuition waiver	E + I

**Documentation Needed**

- A. -Sponsor's PCS orders listing family members. (New DEROS validated with either memo from servicing HRO/CPO/CPAC/DSOPS, or DoDEA Form 602)
- B. -Designated Location Movement (DLM), Dependent Remain Overseas (DRO), or Renewal Agreement Travel (RAT) orders listing family members.
- C. -DoDEA Form 602, Verification of Civilian Employment (For local hire civilians it's due annually, and within 48 hours of first day of enrollment but NOT BEFORE).
- D. -CONUS based civilian TDY orders.
- E. -Documentation connecting the student to the sponsor as the sponsor's dependent. Primary document for this is the student's birth certificate reflecting the sponsor as one of the biological parents. If the child is biologically connected to the spouse only, then a copy of the marriage certificate and student's birth certificate are required. If birth certificates are not available we can use a copy of the student's ID card reflecting the sponsor by name on the card. Note that if neither parent is biologically connected to the student, enrollment is suspended pending receipt of In Loco Parentis documentation listed in "G" below and approval by the DoDDS-E Eligibility POC.
- G. -In Loco Parentis Documentation. Sponsor needs to provide school with the DoDEA Form 1003, ILP Declaration Form. (All In Loco Parentis cases must be reviewed and approved by DoDDS-E Office of Enrollment and Eligibility)
- H. -Memo from the sponsor confirming and agreeing to the use of his/her DoDDS eligibility entitlement, by the family, while they're living in another overseas location.
- I. -Death of Sponsor: Death certificate and/or documentation showing that the sponsor died while assigned overseas as a full-time U.S. DoD civilian employee. Also need copy of surviving spouses passport as this waiver is only applicable to foreign spouses wishing to enroll children in DoDDS within their country of citizenship.

(NOTE: Kindergarten and 1st Grade minimum age requirements are validated with either DoD orders listing the birth date, a birth certificate, or a passport.)

DoDDS-E Eligibility Handout (DoD Civilian), April 2011

EXHIBITS

**Eligibility Handout (Military)**

**Enrollment Eligibility Categories for U.S. Military**

Identify the appropriate category and provide documents to support this as listed below

<b>Command Sponsored</b> <i>Space-Required, Tuition-Free</i>		
Code	Description	Documentation Required
1AA	Army Active Duty	A or [A + (B or C or D)]
1AB	Army Reserves	A or [A + (B or C or D)]
1AC	Army Guard	A or [A + (B or C or D)]
1BA	Navy Active Duty	A or [A + (B or C or D)]
1BB	Navy Reserves	A or [A + (B or C or D)]
1CA	Marine Active Duty	A or [A + (B or C or D)]
1CB	Marine Reserves	A or [A + (B or C or D)]
1DA	Air Force Active Duty	A or [A + (B or C or D)]
1DB	Air Force Reserves	A or [A + (B or C or D)]
1DC	Air Force Guard	A or [A + (B or C or D)]
1EA	Coast Guard Active Duty	A or [A + (B or C or D)]
1EB	Coast Guard Reserves	A or [A + (B or C or D)]

<b>Non-Command Sponsored, or Residing in a Different Overseas Location (active duty only)</b> <i>Space-Available, Tuition-Free</i>		
Code	Description	Documentation Required
3AA	Army Active Duty	A + (G or H)+I
3AB	Army Reserves (180 Days or more)	F + (G or H)
3AC	Army Guard (180 Days or more)	F + (G or H)
3BA	Navy Active Duty	A + (G or H)+I
3BB	Navy Reserves (180 Days or more)	F + (G or H)
3CA	Marine Active Duty	A + (G or H)+I
3CB	Marine Reserves (180 Days or more)	F + (G or H)
3DA	Air Force Active Duty	A + (G or H)+I
3DB	Air Force Reserves (180 Days or more)	F + (G or H)
3DC	Air Force Guard (180 Days or more)	F + (G or H)
3EA	Coast Guard Active Duty	A + (G or H)+I
3EB	Coast Guard Reserves (180 Days or more)	F + (G or H)

<b>Secretary of Defense Waivers for Military Sponsors</b> <i>Space-Available, Tuition-Free</i>		
Code	Description	Documentation Required
3GA	Army	E + G
3GB	Navy	E + G
3GC	Marines	E + G
3GD	Air Force	E + G
3GE	Coast Guard	E + G

<b>Other U.S. Military</b>		
Code	Description	Documentation Required
<i>Space-Required, Tuition-Paying</i>		
1GA	Security Assistance Program	A or [A + (B or C or D)]
1GB	Foreign Military Sales	A or [A + (B or C or D)]
<i>Space-Available, Tuition-Paying</i>		
Reserve/Guard Activated		
2CA	Less Than 179 Days	(C or F) + (G or H)
CONUS Based Active		
2CA	Duty TDY Overseas	(C or F) + (G or H)

**Documentation Needed**

- A. -Sponsor's PCS orders listing family members. Cannot use Page 2 of Navy orders, but can use Page 13 or DoDEA Form 601 to verify command sponsored Navy dependents. (New DEROS validated with memo from Mil Pers Office, Enl/Off Record Brief, Virtual Personnel Data Sheet, Personnel Online Listing, DoDEA Form 601)
- B. -Designated Location Movement (DLM) or Dependent Remain Overseas (DRO) orders listing family members.
- C. -DoDEA Form 601, Verification of Military Employment, validated by the Installation Military Personnel Office or Unit/Rear Detachment Commanding Officer.
- D. -Approved Command Sponsorship listing student(s), issued by the Installation Military Personnel Office.
- E. -Death of Sponsor: Death certificate and/or documentation showing sponsor died while entitled to active duty pay or compensation. Also need copy of surviving spouses passport as this waiver is only applicable to foreign spouses wishing to enroll children in DoDDS within their country of citizenship. Other Secretary of Defense Waivers granted to groups of students if applicable.
- F. -Reserve or National Guard orders reflecting activation. If active duty, CONUS based active duty military TDY orders.
- G. -Documentation connecting the student to the sponsor as the sponsor's dependent. Primary document for this is the student's birth certificate reflecting the sponsor as one of the biological parents. If the child is biologically connected to the spouse only, then a copy of the marriage certificate and student's birth certificate are required. If birth certificates are not available we can use a copy of the student's ID card reflecting the sponsor by name on the card. Note that if neither parent is biologically connected to the student, enrollment is suspended pending receipt of In Loco Parentis documentation listed in "H" below and approval by the DoDDS-E Eligibility POC.
- H. -In Loco Parentis Documentation. Sponsor needs to provide school with the DoDEA Form 1003, ILP Declaration Form. *(All In Loco Parentis cases must be reviewed and approved by DoDDS-E Office of Enrollment and Eligibility).*  
*For CONUS Based Deployments in Support of Operation Iraqi Freedom or Enduring Freedom (OIF/OEF):* Applies to CONUS based single parents, and dual military deployments in support of OIF/OEF. Documentation required is: (1) Memorandum from Unit Commander or first 0-6 in the chain of command requesting exception to policy for enrollment of the deployed's family members. (2) Deployment orders reflecting the number of days deployed (can also be included in the exception to policy memo). (3) Portion of the Family Care Plan reflecting a person who resides in an overseas location as the Family Care Provider (FCP). (4) PoA granting the FCP the right to act on behalf of the deployed sponsor(s) when an emergency arises at the school. (5) DoDDS-E Eligibility POC approval prior to enrollment.
- I. -If needed, a memo from the sponsor confirming and agreeing to the use of his/her DoDDS eligibility entitlement, by the family, while in another overseas location.

(NOTE: Kindergarten and 1st Grade minimum age requirements are validated with either DoD orders listing the birth date, or a birth certificate, or a passport.)

DoDDS-E Eligibility Handout (Military), April 2011

EXHIBITS

*Eligibility Handout (DoD Contractors and Others)*

**Enrollment Eligibility Categories for DoD Contractors & Others**

Identify the appropriate category and provide documents to support this as listed below

<b>DoD Contractors</b> <i>Space-Created, Tuition-Paying</i>		
Code	Description	Documentation Required
IHA	Dept of Army	A + (E or F)
IHB	Dept of Navy	A + (E or F)
IHC	U.S. Marine Corps	A + (E or F)
IHD	Dept of Air Force	A + (E or F)
IHE	U.S. Coast Guard	A + (E or F)
IHF	Def Commissary Agency	A + (E or F)
IHG	AAFES	A + (E or F)
IHH	Stars and Stripes	A + (E or F)
IHI	Def Audit Agency	A + (E or F)
IHJ	Def Contracting Agency	A + (E or F)
IHK	Def Finance and Accounting	A + (E or F)
IHL	Def Logistics Agency	A + (E or F)
IHM	Def Info Sys Agency	A + (E or F)
IHN	DoD Intel Agencies	A + (E or F)
IHO	DoDEA / DoDDS	A + (E or F)
IHP	Other	A + (E or F)

<b>Allied Nations (Mons, Belgium only)</b> <i>Space-Required, Tuition-Free</i>		
Code	Description	Documentation Required
IMA	Foreign mil members assigned to SHAPE	E + G + H + K

<b>Others, Federally Connected</b> <i>Space-Available, Tuition-Paying</i>		
Code	Description	Documentation Required
2AA	Other US Govt (non-DoD, i.e. State Dept, FBI, GAO, etc) (US civ with NATO or UN)	B or [C + (E or F)]
2CA	U.S. Interest (i.e. Red Cross, USO, Boy and Girl Scouts, university personnel, CommunityBank)	C + (E or F)
	(TDY from CONUS, and Reserves less than 180 days)	D + (E or F)
2DA	Foreign Service (Foreign mil/civ serving with NATO, UN, etc.)	G + (E or F)

<b>Others, Non-Federally Connected</b> <i>Space-Available, Tuition-Paying</i>		
Code	Description	Documentation Required
4AA	US Citizen (employed by non-DoD contactors such as Siemens, Citibank, GM, etc.)	I + J
4CA	Other US (not included in other categories, to include retired US military personnel)	I + J
4DA	Other Foreign National	I + J + L

<b>Partnership for Peace (PFP) and Newly Independent States (NIS)</b> <i>Space-Available, Tuition-Free</i>		
Code	Description	Documentation Required
3PA	Foreign mil/civ PFP liaisons at NATO sites. Applicable to SHAPE, Naples, AFNORTH and Garmisch	E + G + H
3PB	Foreign mil/civ from NIS countries. Applicable to Ankara, Turkey only	E + G + H

**Documentation Needed**

- A. -Copy of the contractor's ID card. The expiration date on the card should be used as the DEROS date.  
*In Germany and Italy:* The contractor's ID card should have a colored stripe.  
*In The Netherlands:* Copy of the contractor's ID card, or a copy of the approval letter from The Netherlands Law Center.
- B. -Sponsor's PCS orders listing family members. For US citizens assigned to NATO, documentation that identifies the sponsor as a US citizen serving with other Allied Forces. If documentation doesn't list family members, then "E" or "F" below is required to link the students to the sponsor.
- C. -DoDEA Form 602, Verification of Civilian Employment.
- D. -CONUS based active duty military TDY orders. Reserve orders reflecting activation.
- E. -Documentation connecting the student to the sponsor as the sponsor's dependent. Primary document for this is the student's birth certificate reflecting the sponsor as one of the biological parents. If the child is biologically connected to the spouse only, then a copy of the marriage certificate and student's birth certificate are required. If birth certificates are not available we can use a copy of the student's ID card reflecting the sponsor by name on the card. Note that if neither parent is biologically connected to the student, enrollment is suspended pending receipt of In Loco Parentis documentation listed in "F" below and approval by the DoDDS-E Eligibility POC.
- F. -In Loco Parentis Documentation. Sponsor needs to provide the school with the DoDEA Form 1003, ILP Declaration Form. (*All In Loco Parentis cases must be reviewed and approved by DoDDS-E Office of Enrollment & Eligibility.*)
- G. -Documentation which identifies the sponsor as a foreign DoD member serving with the Allied Forces.
- H. -Approval of the position as PFP or NIS from the National Military Representative (NMR), or Allied Joint Force Command HQ Brunssum. Memo or US Embassy approval for Ankara NIS billets.
- I. -Sponsor's and student's Passport
- J. -Installation pass granting access from the local Installation Commander's Office.
- K. -USNMR/Base Commander validation.
- L. -Verification that there is no objection from the host nation regarding the enrollment. For Turkey, required proof the child is citizen of a country other than Turkey.

(NOTE: Kindergarten and 1st Grade minimum age requirements are validated with either DoD orders listing the birth date, or a birth certificate, or a passport.)

DoDDS-E Eligibility Handout (DoD Contractors and Others), April 2011

# EXHIBITS

<b>CASH COLLECTION VOUCHER</b>		1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		
		2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
<b>3. RECEIVING OFFICE</b>				
a. ACTIVITY <i>(Name and Location) (Include ZIP Code)</i>				
b. RECEIVED AND FORWARDED BY <i>(Printed Name, Title and Signature)</i>			d. DATE <i>(YYYYMMDD)</i>	
c. TELEPHONE NUMBER <i>(Include Area Code):</i> COMMERCIAL: _____ DSN: _____				
<b>4. DISBURSING OFFICE</b>				
a. ACTIVITY <i>(Name and Location) (Include ZIP Code)</i>				
b. DISBURSING OFFICER <i>(Printed Name, Title and Signature)</i>			d. DISBURSING STATION SYMBOL NUMBER	
c. TELEPHONE NUMBER <i>(Include Area Code):</i> COMMERCIAL: _____ DSN: _____			e. DATE <i>(YYYYMMDD)</i>	
5. PERIOD: a. FROM: _____ b. TO: _____				
6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
<b>11. TOTAL</b>			0.00	

DD FORM 1131, DEC 2003

PREVIOUS EDITION IS OBSOLETE.

Reset

Adobe Professional 7.0

## EXHIBITS

### ***Instructions for DD Form 1131***

Block 1: School DoDAAC and voucher number (Example: He1294-001, starting with 001 each new school year and numbering consecutively).

Block 3a: School name and address

Block 3b: The name and title of authorizing official. It must be signed or it will be returned unprocessed. Be sure to include the date the voucher is mailed in the block to the right.

Block 3c: Phone number of the authorizing official.

Block 4a: Insert, "Defense Finance & Accounting Service, European Location, Unit 23122, APO AE 09227"

Block 4b: Insert, "John P. Campbell, Director of Disbursing Operations"

Block 4d: 5570 (this is the disbursing station symbol number).

Block 6: Date check was received.

Block 7: Name of individual or company writing the check. Also include information about the check:

- Name of Bank
- Check number, and state if it's a cashier's check or a money order
- Date of the check

Block 8: For purpose of payment insert:

- Tuition for SY 11/12
- Student's name: Last, First, MI
- What period payment is for such as 1<sup>st</sup> semester, 1<sup>st</sup> quarter, entire year

Block 9: Amount of check.

Block 10: The accounting classification must be typed as one string without spaces such as 9710100602600000009000\_\_\_\_00009101970ZCRDERT100010000970ZCR091573. Please fill in the blank with your school ORC as listed on the next page. Be aware that the accounting classification will change on August 1<sup>st</sup> for the new school year, then again on October 1<sup>st</sup> for the new fiscal year. Please contact the DoDDS-E RMO Tuition Office to verify the current accounting classification to use.

Block 11: Total of all checks.

EXHIBITS

# DoDDS-E ORCs

DoDAAC	Schools	ORC
HE1401	AFNORTH E/HS	2152
HE1641	Alconbury ES	2831
HE1621	Alconbury M/HS	2812
HE5601	Ankara E/HS	2460
HE4442	Ansbach ES	2783
HE4402	Ansbach M/HS	2782
HE2442	Aukamm ES	2261
HE5649	Aviano ES	2411
HE5603	Aviano M/HS	2416
HE5503	Bahrain E/HS	2880
HE4451	Bamberg ES	2723
HE4405	Bamberg M/HS	2724
HE2405	Baumholder M/HS	2521
HE2643	Bitburg ES	2131
HE2601	Bitburg HS	2133
HE2630	Bitburg MS	2154
HE4435	Böblingen E/MS	2765
HE1403	Brussels E/HS	2140
HE1605	Croughton ES	2860
HE1654	Feltwell ES	2841
HE4461	Garmisch E/MS	2770
HE2440	Geilenkirchen ES	2156
HE4463	Grafenwöhr ES	2732
HE2474	Hainerberg ES	2262
HE3403	Heidelberg HS	2212
HE3431	Heidelberg MS	2211
HE4469	Hohenfels ES	2733
HE4403	Hohenfels M/HS	2734
HE4471	Illesheim ES	2713
HE5609	Incirlik E/HS	2453
HE3647	Kaiserslautern ES	2531
HE3607	Kaiserslautern HS	2533
HE3621	Kaiserslautern MS	2532
HE1659	Kleine Brogel ES	2157
HE5602	Lajes E/HS	2873
HE1663	Lakenheath ES	2842
HE1601	Lakenheath HS	2844
HE1625	Lakenheath MS	2843
HE3649	Landstuhl E/MS	2534
HE1664	Liberty IS	2845

DoDAAC	Schools	ORC
HE5408	Livorno E/MS	2441
HE3469	Mannheim ES	2221
HE1447	Menwith Hill E/HS	2833
HE2625	Miscellaneous	2283
HE5549	Naples ES	2422
HE5509	Naples M/HS	2423
HE4464	Netzaberg ES	2737
HE4466	Netzaberg MS	2738
HE4492	Patch ES	2762
HE4408	Patch HS	2763
HE3451	Patrick Henry ES	2214
HE4445	Rainbow ES	2714
HE3651	Ramstein ES	2535
HE3605	Ramstein HS	2538
HE3652	Ramstein IS	2536
HE3625	Ramstein MS	2537
HE4438	Robinson Barracks E/MS	2764
HE5553	Rota ES	2471
HE5513	Rota M/HS	2472
HE4427	Schweinfurt ES	2752
HE4417	Schweinfurt MS	2753
HE3656	Sembach ES	2539
HE3627	Sembach MS	2540
HE5681	Sevilla E/MS	2458
HE1449	SHAPE ES	2121
HE1405	SHAPE M/HS	2122
HE5555	Sigonella ES	2442
HE5515	Sigonella M/HS	2443
HE2449	Smith ES	2523
HE2662	Spangdahlem ES	2155
HE2650	Spangdahlem MS	2135
HE5467	Vicenza ES	2432
HE5420	Vicenza MS	2434
HE5419	Vicenza HS	2433
HE4410	Vilseck ES	2735
HE4439	Vilseck HS	2736
HE3646	Vogelweh ES	2541
HE2450	Wetzel ES	2524
HE2412	Wiesbaden HS	2264
HE2433	Wiesbaden MS	2263

# ***APPENDIX A***

## ***TUITION PAYMENT PROCEDURES***

Dear Sponsor:

It has been determined the student(s) you have registered may attend the Department of Defense Dependent Schools on a tuition-paying basis only. This letter is to advise you of the procedures you must follow to complete the enrollment process. It is highly recommended that you carefully read the “Late Enrollment/Early Withdrawal Policies” section of this letter before you proceed with the enrollment process. It is also required for all “space-available” enrollments to receive a copy of DoDEA Regulation 1030.1 (Space-Available Eligibility Requirements for Education of Minor Dependents in Overseas Areas, September 20, 2006), and sign the appropriate Consent Terms found at the end of that regulation.

### **TUITION-PAYMENT PROCEDURES**

The school administration should have confirmed your eligibility, which governs the payment method that is applicable to you. If the school administration confirmed that you qualify for tuition payment through the Central Billing Program, you must provide a Central Billing Authorization Letter (CBL) before your dependent(s) can begin school. The school registrar/tuition clerk can provide you with a copy of our Central Billing Letter format, DSE Form 804. This is the only letter format acceptable. No other letter will be accepted, and your dependent may not attend school until a proper letter is provided.

If your agency or you elect not to participate in the Central Billing Program, the tuition must be paid before your dependent(s) can start classes and after that on the first day of each semester or quarter, and in accordance with the procedures outlined below:

Ask the registrar or cashier to tell you the amount of tuition now due. The minimum amount payable is the balance of the current semester. If for some reason you are unable to pay by the semester you may request to make payments by the quarter. You must request in writing to the school before quarterly payments are accepted explaining the circumstance for setting up a quarterly payment schedule. The request must go through the school to their District Office for review and approval.

A US dollar personal check, certified bank check or money order paid to the “TREASURE OF THE UNITED STATES-DSSN 5570” will then be submitted to the school’s CASHIER (not the registrar). This check will be in the exact amount provided to you by the school’s registrar or cashier. Checks made out in any other manner can not be

accepted. Cash will not be accepted under any circumstances. Currently we do not accept credit cards.

The sponsor must present the registrar with the receipt received from the cashier. The receipt will be returned to you for your records upon completion of the registration process.

This year we are offering the option of Electronic Funds Transfer (EFT) through a pilot program for the Bahrain and Ankara Schools. The sponsor will make an EFT payment at their bank. In turn, DFAS will receive and process the incoming payment to the DoDDS Schools. It is imperative that sponsors be sure to provide their issuing bank identifying information such as the school name and sponsor's name to be included on the EFT payment so that incoming credits can be quickly identified and processed by DFAS. Specific information for submitting payment via EFT is available from the school's registrar and cashier. The sponsor must provide the school's registrar a receipt of the bank draft provided by the bank upon transfer of funds. Your dependent will not be able to begin school until the EFT has been received by DFAS for processing and notifies DoDDS of receipt of funds.

### **U.S. CONTRACTORS**

If your agency's U.S. contract or your ID card expires during the school year your eligibility category will change and you will not be covered under the CBL (if applicable) any longer. In turn, the rate of tuition for your dependent(s) may change depending on your new category status. It is your responsibility to keep your employment information current. **Failure to adhere to this policy may result in the suspension of education services of your family member(s) at the end of the affected quarter.**

### **RETURNED CHECK POLICY**

All returned checks must be redeemed through a bank check or money order within two (2) school days of notification or the student will be withdrawn. If your bank is responsible for the check being returned please present a letter from your banking institution in order to pay by personal check.

### **LATE ENROLLMENT/EARLY WITHDRAWAL POLICIES**

The following summary is provided for your information. If you do not understand any part of it, please ask the registrar or school officials for clarification.

Late Enrollments: A reduction in tuition is given for enrollments, which occur after the third or sixth week of a school quarter. The amount of the reduction represents three (3) weeks and six (6) weeks of tuition respectively. No other discounts or reductions are possible.

Early-Permanent Withdrawals: **Attendance of one day during the quarter requires payment for the entire quarter.** If a student withdraws permanently (i.e., for the remainder of the school year) only the portion of the semester's tuition attributable to the second or fourth quarter is refundable. For example: Tuition paid in advance for first semester and student withdraws during the first quarter, only the second quarter is refundable. In the same example, if the full year were paid, the second semester would also be refundable.

The only exception to the above refund policy is if the student were withdrawn at the school's request. In this case, a refund would be prorated based on the end of the last week of actual attendance.

Students changing status from tuition paying to tuition free are processed refunds from the end of the three (3) week period within the quarter in which their status changed.

The processing of a refund is subject to the initial tuition check clearing the sponsor's bank account (for personal checks). This process requires approximately six (6) to eight (8) weeks. The process can be shortened if a copy of the negotiated check or bank statement reflecting the check clearing the account is provided.

Refunds will be made only to the individual or organization that made the original payment, and upon that individual's or organization's written request which includes a mailing address for the check.

It is suggested that you retain this letter for further reference. If you have any questions relating to tuition that cannot be answered by school personnel, please do not hesitate contacting the Tuition Collection office by calling Germany civilian +49 (0) 611-380-7360 or e-mail at [DoDDS-E\\_TuitionCollection@eu.dodea.edu](mailto:DoDDS-E_TuitionCollection@eu.dodea.edu)

Respectfully,

Lorrie Eidem  
Chief, Resource Management Division  
DoDDS Europe

# ***APPENDIX B***

## ***REFERENCES***

- A. Public Law 95-561, Defense Dependents Education Act of 1978, Dated November 1, 1978, as amended.
- B. Public Law 99-145, Title XII, subject: Authorizes the Secretary of Defense to enroll in schools of the defense dependents' education system children of specified classes of Officers, employees and nationals stationed in overseas areas.
- C. Public Law 101-189, Section 325 of the Defense Authorization Act, Dated November 29, 1989
- D. DoDEA 1005.1 Manual Administrators manual October 2007
- E. DoDEA Regulation 1030.1 Subject: Space-Available Eligibility Requirements for Education of Minor Dependents in Overseas Areas, Dated April 4, 2005
- F. DoD Instruction 1342.12, subject: Provision of Early Intervention and Special Education Services, to Eligible DoD Dependents, dated April 11, 20005
- G. DoD Instruction 1342.13, subject: Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas dated, September 20, 2006 Chg: 1 Feb 21, 2008
- H. DS Regulation 2000.3, subject: Student Placement, dated March 26, 2004
- I. DoDEA Administrative Instruction 7200.1, subject: Non-DoD Tuition Program, dated Sep 21, 1995
- J. DS Administrative Instruction 7200.2, subject: Advance Collection of Tuition Fees and Schedule 9 Reporting, dated September 9, 1984
- K. DoDEA Policy Memorandum 02-OD-02 dated November 6, 2002, subject: Home Schooling
- L. DoDEA Policy Memorandum 06-ESPL-001 dated February 14, 2006, Change in Eligibility Codes for Department of Defense Dependents Schools (DoDDS)
- M. DoD Instruction 1342.19 Family Care Plans
- N. DoD 4500.36-R Management, Acquisition, and Use of Motor Vehicles
- O. AFI 36-2110 Personnel Assignments.
- P. AFI 36-2908 Family Care Plans
- Q. AR55-46 and USAREUR Supplement 1 to AR55-46 (Transportation and Travel) Transportation overseas
- R. AR 600-20 Army Command Policy 07June, 2006
- S. Marine Corps Order 1740.13B Family Care Plans
- T. NAVPERS 15560D Naval Military Personnel Manual
- U. OPNAV Instruction 1740.4B U. S. Navy Family Care Policy