



Department of Defense Education Activity

PROCEDURAL GUIDE

NUMBER 14-PGRMD-013

DATE July 15 2014

RESOURCE MANAGEMENT DIVISION

SUBJECT: Implementation of the Tuition Collection Management System

References: See Enclosure 1.

1. **PURPOSE.** The purpose of this Procedural Guide is to document the proper processes and procedures used to manage the collection of payments for students attending Department of Defense Education Activity (DoDEA) schools under eligibility categories that require tuition.
2. **APPLICABILITY.** This Procedural Guide applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), (hereafter collectively referred to as “DoDEA Area Directors”); the Virtual School Program; and, all DoDEA District Superintendents, school administrators, teachers, and support staff.
3. **DEFINITIONS.** See Glossary.
4. **GUIDANCE.** It is DoDEA policy to provide an educational program for dependents of DoD employees while overseas. Enrollment of other minor dependents in DoDEA schools is also permitted, provided that space is available and tuition is paid as prescribed by DoDEA Regulation 1030.1 (Reference (a)). This Procedural Guide defines DoDEA personnel roles and responsibilities, as well as the process of collecting tuition for space-available students using the Tuition Collection Management System (TCMS). Tuition collection will be managed according to section 921-932 of title 20, United States Code (Reference (b)), DoD 7000.14-R (Reference (c)), DoD Instruction 5010.40 (Reference (d)), DoDEA Regulation 1342.13 (Reference (e)), DoDEA Administrative Instruction 7200.1 (Reference (f)), DoDEA Resource Management Division Web site¹ (Reference (g)), U.S. Treasury Department secure electronic payment Web site² (Reference (h)), and Section 553 of Public Law 113-66 (Reference (i)) found in Enclosure 1.

¹ Information can be found on the Internet at <http://www.dodea.edu/Offices/ResourceManagement/index.cfm>

² Information can be found on the Internet at <https://pay.gov/paygov/>

5. ROLES AND RESPONSIBILITIES. See Enclosure 2.
6. PROCEDURES. See Enclosure 3.
7. EFFECTIVE DATE. This Procedural Guide is effective immediately.



Robert M. Brady
Associate Director for Financial
and Business Operations

Enclosures

1. References
2. Roles and Responsibilities
3. Procedures
4. Department of Defense (DD) Form 2659, Collection Voucher Control Log
5. DD Form 1131, Cash Collection Voucher (CCV)
6. Standard Form (SF) 1034, Public Voucher for Purchases and Services other than Personal
7. DoDEA Form 600, Student Registration
8. Individual Tuition Payer Process Chart
9. Company Tuition Payer Process Chart
10. DD Form 448, Military Interdepartmental Purchase Request (MIPR)
11. DD Form 448-2, MIPR Acceptance
12. Agency Tuition Payer Process Chart
13. SF 1080, Voucher for Transfers Between Appropriations and/or Funds

Glossary

² Information can be found on the Internet at <https://pay.gov/paygov/>

ENCLOSURE 1

REFERENCES

- (a) DoDEA Regulation 1030.1, "Space-Available Eligibility Requirements for Education of Minor Dependents in Overseas Areas," April 4, 2005
- (b) Title 20, United States Code, Section 921-932
- (c) DoD 7000.14-R, "Department of Defense Financial Management Regulation," June 2011, Volume 1-15, as amended
- (d) DoD Instruction 5010.40, "Managers' Internal Control Program Procedures," May 30, 2013
- (e) DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas," September 20, 2006, as amended
- (f) DoDEA Administrative Instruction 7200.1, "DoDEA Tuition Program," September 4, 2009
- (g) DoDEA Resource Management Division Web site³
- (h) U.S. Treasury Department secure electronic payment Web site⁴
- (i) Section 553 of Public Law 113-66, "Treatment of Tuition Payments Received for Virtual Elementary and Secondary Education Component of the Department of Defense Education Program"

³ Information can be found on the Internet at <http://www.dodea.edu/Offices/ResourceManagement/index.cfm>

⁴ Information can be found on the Internet at <https://pay.gov/paygov/>

ENCLOSURE 2

ROLES AND RESPONSIBILITIES

1. SPONSORS. The Sponsors are military or civilian parents/guardians with one or more dependents enrolled in a Department of Defense Education Activity (DoDEA) school. Civilian parents/guardians may be employed by DoD; DoD contracting agencies; other federal agencies; or, private corporations in the vicinity of the DoD school paying tuition directly to DoDEA. As the dependent's parents/guardian, sponsors are responsible for the following as they pertain to tuition collection:

a. Completing/providing all documents required by school staff. The sponsor must provide documentation that verifies their dependent's eligibility for education at the location of the DoDEA school and services.

b. Providing tuition payment, if required. Payment can be provided by check or money order in U.S. dollars; credit card payment online via www.pay.gov; or, a Central Billing Letter (CBL) to the registrar (see Enclosure 3).

c. Inform school staff of any changes regarding their eligibility status, student enrollment, or contact information.

2. DODEA SCHOOL REGISTRARS. The DoDEA School Registrars are located at each school and is responsible for enrolling students in the DoDEA student information system. Additionally, he/she is responsible for the following:

a. Verifying student supporting documentation is correct (i.e. passport, birth certificate, command sponsorship).

b. Assigning enrollment category type codes and advise sponsors/spouses of their status and required documentation.

c. Providing sponsors with information on space availability for category 2, 3, and 4 enrollments, as well as tuition payment requirements for categories 2 and 4.

d. Providing sponsors/spouses of tuition-paying students with information on payment procedures and refund/withdrawal policies.

e. Verifying that tuition has been paid or that a CBL has been received before permitting a tuition-paying student to attend school.

f. Performing a reconciliation between the DoDEA student information system and the Tuition Collection Management System (TCMS) on a weekly basis to ensure the list of tuition-paying students is accurate and up-to-date.

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g. Advising sponsors/spouses who are paying tuition themselves of the amount of tuition due and the due date for the next quarter or second semester.

h. Receiving requests for quarterly payments from the sponsors and forwarding to the DoDEA School Principal for endorsement. Once endorsed, the request is forwarded to the District Superintendent's Office (DSO) for final approval. Approval must be granted and the applicable tuition paid before the student begins attending school.

i. Recording daily receipts of checks and money orders on a Department of Defense (DD) Form 2659, Collection Voucher Control Log (Enclosure 4), at the time of receipt. Collections are transmitted to the disbursing office on a daily basis. At a minimum, administrative personnel record the date of receipt, remitter, check or money order number, the Cash Collection Voucher (CCV) number (DD Form 1131, Enclosure 5), amount of payment, complete accounting classification, fiscal code, and the date transmitted to the disbursing office.

j. Receiving tuition payments from self-paying sponsors and issuing receipts through TCMS.

k. Providing the DoDEA Headquarters (HQ) Tuition Management Office with withdrawal or transfer forms within 72 hours of sponsor/student changes throughout the current school year (SY).

3. ENROLLMENT REVIEWER. The Enrollment Reviewer is located at DoDEA HQ, and is responsible for verifying that all enrollment documents support the enrollment category confirmed by the registrar before the student starts school. Additionally, the Enrollment Reviewer is responsible for the following:

a. Ensuring that each tuition-paying student sponsor has paid before the student begins school for each quarter or semester; or, that a CBL has been provided.

b. Ensuring CCVs are properly submitted and filed.

4. DODEA SCHOOL PRINCIPALS. The DoDEA School Principals are responsible for ensuring each student enrolled in his/her school is authorized to enroll based on the sponsor's status overseas, and that the appropriate documentation is on hand to support the student's determined enrollment category. Additionally, the DoDEA School Principals are responsible for the following:

a. Determining space availability for tuition-paying students.

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b. Designating, in writing, a school registrar and/or tuition clerk who will be responsible for the duties assigned in this guide. A copy of written designation is forwarded to the HQ tuition program manager.

c. Ensuring all students not entitled to tuition-free education in the Department of Defense Dependents Schools (DoDDS) are properly identified in the appropriate tuition-paying category.

d. Notifying the DoDEA HQ eligibility point of contact (POC) of any irregularities attempted or committed by sponsors/spouses in the process of enrolling a student in school.

5. DSOs. The DSOs have the following responsibilities in the tuition collection process:

a. Approving requests from DoDEA School Principals to reject tuition-paying students based on limited (or lack of) space availability.

b. Approving quarterly payments.

c. Performing school assistance visits, per DoDEA requirements.

d. Ensuring all district registrars and principals receive training regarding their individual function in the registration process, per DoDEA requirements.

6. HQ ELIGIBILITY POC. Located at DoDEA HQ, the HQ Eligibility POC serves as the DoDEA subject matter expert (SME) on enrollment and eligibility. In addition, he/she has the following responsibilities:

a. Advising and assisting district offices, school staff, parents, and military/civilian organizations on eligibility and enrollment matters.

b. Ensuring schools and districts are in compliance with eligibility and tuition policies.

c. Performing district/school assistance visits per DoDEA requirements, and providing guidance to district team members regarding school assistance visits.

d. Maintaining and updating training materials and supplemental guidance for registrars and principals.

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7. DODEA HQ RESOURCE MANAGEMENT DIVISION (RMD). Overseen by the HQ Tuition Program Manager, all tuition collection activities are centralized at DoDEA HQ RMD. This includes the following responsibilities:

- a. Maintaining the TCMS.
- b. Posting tuition rates on the DoDEA RMD Web page (Reference (g)).
- c. Producing invoices from TCMS for CBLs on a scheduled cycle each SY, per written agreements between each organization and DoDEA.
- d. Receiving tuition payments from companies with CBLs and agencies paying by Military Interdepartmental Purchase Request (MIPR), and issuing receipts through TCMS.
- e. Preparing and submitting CCVs for receipts from billed organizations.
- f. Preparing refund documents, Standard Form (SF) 1034 (Enclosure 6) when appropriate.
- g. Validating enrollment codes and start dates with the appropriate student database system.
- h. Tracking incoming receipt of payments from CBLs and accounting for incoming funds.
- i. Maintaining electronic student payment records in TCMS.
- j. Communicating the effective start date to the appropriate registrars for students with self-payer parents.
- k. Reconciling the school information system between TCMS and the Washington Headquarters Services Allotment Accounting System (WAAS) on a weekly basis.
- l. Performing a bi-weekly review ensuring all accounts receivables (AR) are recorded accurately, at inception, and are valid.
- m. Performing a monthly review ensuring all unfilled customer orders are recorded timely, accurately, and are valid in DoDEA WAAS, including all unfilled customer orders with advances received. Customer orders are compared to the following reports:
 - (1) Reimbursable Agreement Unmatched Cost Report, to research and resolve any unmatched costs accrued in the general ledger period by project, object class, fund code, and fiscal year.
 - (2) Unfilled Customer Orders Report, to confirm orders are entered and approved.

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(3) Reimbursable Agreement History Report, to confirm agreements are entered into WAAS, approved, and active.

n. Performing a bi-weekly review ensuring all AR, earned revenue, and collections for revenue earned on reimbursable orders are recorded timely, accurately, and are valid.

o. Performing a bi-weekly review ensuring all unfilled customer orders and uncollected customer payments/ARs are reviewed periodically and adjusted to the Allowance for Doubtful Accounts in a timely manner by comparing the invoices, customer orders, and receiving reports to the general ledger.

p. Recording daily receipts of checks and money orders on a DD Form 2659 at the time of receipt. Collections are transmitted to the disbursing office on a daily basis. At a minimum, the HQ Tuition Program Manager records the date of receipt, remitter, check or money order number, the CCV number (DD Form 1131), amount of payment, complete accounting classification, fiscal code, and the date transmitted to the disbursing office.

q. On a monthly basis, performing a second-level review of all daily receipts activity for the month, by comparing the DD Form 2659 to the actual payments received, AR transaction postings, and general ledger transaction postings to ensure accuracy and completeness. This review is evidenced by the HQ Tuition Program Manager's signature and date on the Voucher Control Log, with noted discrepancies and corrective action taken.

r. Interfacing with the Defense Finance and Accounting Services (DFAS).

8. DFAS. DFAS has the following duties and/or roles in the tuition collection process:

a. Receiving and processing collection documents and checks from schools and DoDEA HQ RMD.

b. Advising DoDEA HQ RMD of dishonored checks.

c. Processing tuition refunds.

d. Advising the HQ Tuition Program Manager of changes to mailing addresses, CCV processing, and account classifications.

e. Posting "L" batch documents to WAAS.

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PROCEDURES

1. TUITION RATES. Prior to the beginning of each SY, DoDEA HQ RMD establishes and publishes official tuition rates for the upcoming SY. DoDEA HQ RMD uses the official tuition rates to calculate tuition rates by quarters and semesters and to set a calendar for payment based on the number of days a student will attend during each interval.

a. Effective SY 2014-2015, all DoDEA schools will implement usage of the TCMS.

b. Payment calendars and tuition rate charts may vary between schools due to differing school calendars for attendance days and holidays. These documents are uploaded electronically into TCMS, along with quarterly and biannual tuition rates for federally connected and non-federally connected students.

2. DODEA REGISTRATION PROCESS FOR TUITION-PAYING STUDENTS. Before a tuition-paying student is officially enrolled in a DoDEA school, the sponsor registers their dependent with the assistance of the school registrar or designated school administrative personnel. The DoDEA School Principal assesses the space availability for student enrollment and authorizes attendance for eligible students as defined in References (a) and (e).

a. The sponsor registering a tuition-paying student provides the DoDEA School Registrar with a completed DoDEA Form 600 (Enclosure 7).

(1) The DoDEA School Registrar verifies sponsorship information and enrollment eligibility at the time of registration.

(2) After verifying information, the DoDEA School Registrar initials or signs the DoDEA Form 600 in Block 40 and dates in Block 41.

b. The DoDEA School Registrar or designated administrative personnel uses the DoDEA Form 600 to enter the student information into the DoDEA student information system. The DoDEA School Registrar retains a copy of the DoDEA Form 600 on file with the official student record.

(1) After entering the information into the student information system, a nightly batch run loads the student data for tuition-paying students into TCMS, producing a registration record.

(2) The DoDEA School Registrar logs into TCMS on a weekly basis to ensure that all student registration records have successfully uploaded from the student information system into TCMS. Additionally, the DoDEA School Registrar updates student information, such as payer information and other billing details.

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(3) The DoDEA School Registrar identifies tuition-paying students inside of TCMS in the following categories:

(a) Sponsor direct payments: when the sponsor pays DoDEA directly for services.

(b) Company payments: payment by a private organization using a CBL.

(c) Federal agency payments: payment from other federal Government institutions via MIPRs or Intra-Governmental Payments and Collections (IPACs).

3. TUITION PAYMENT CATEGORIES. There are three types of tuition-paying students: sponsor direct payments; company payments; and, federal agency payments.

a. Individual Payment From the Sponsor. Sponsors paying tuition without support from an agency or company must pay 100% of the tuition before the student is provided educational services in a DoDEA school, unless an authorized, written exception has been approved by the District Superintendent.

(1) The sponsor may submit a request in writing to the District Superintendent through the DoDEA School Principal requesting permission for payment to be made on a quarterly basis (rather than a semester basis).

(a) If the exception is authorized by the District Superintendent, the DoDEA School Registrar retains a copy of the written exception with payment confirmation on file for record.

(b) The DoDEA School Registrar uploads the signed exception letter to TCMS for the file.

(2) If the exception is not approved, the sponsor must pay the full semester's tuition before the student can be provided educational services.

(3) If a sponsor submits payment by check directly to the cashier, the processes in section 4.c. below for check/money order payments apply. Refer to the Individual Payer Process Chart (Enclosure 8) for a step-by-step overview.

(4) If a sponsor makes payment with a credit card using www.pay.gov, the processes in section 4.a. below for electronic payments apply. Refer to the Individual Payer Process Chart (Enclosure 8) for a detailed overview.

b. Sponsor's Company Paying Tuition. The sponsor is required to provide the school registrar with a CBL before a student is provided educational services at a DoDEA school.

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(1) Prior to the start of the SY, the HQ Tuition Program Manager compiles a list of all students associated with each company and produces one invoice in advance of the SY.

(a) Before the SY begins, companies must make payments in full on behalf of all dependents listed on the CBL invoice within 30 days of receiving the CBL.

(b) If a student associated with a company registers for school after the beginning of the SY, they may attend classes for the 30 days while the company (who has furnished a CBL) arranges payment.

(c) In the event that a CBL tuition payment is not received after the 30-day grace period, students will receive no further services. DoDEA may still pursue charges for the full grading period of partial attendance.

(2) Companies may make payments via www.pay.gov or check (see section 4, below).

(a) If a company submits payment by check directly to DoDEA HQ, the processes in section 4.c. below for check/money order payments apply. Additionally, refer to the Company Payer Process Chart (Enclosure 9) for a detailed step-by-step overview.

(b) If a company makes payment with a credit card using www.pay.gov, the processes in section 4.a. below for electronic payments apply. Refer to the Company Payer Process Chart (Enclosure 9) for a detailed overview.

c. Sponsor's Federal Agency Paying Tuition. The agency submits a DD Form 448, MIPR (Enclosure 10), to the HQ Tuition Program Manager. The HQ Tuition Program Manager prepares the DD Form 448-2, MIPR Acceptance (Enclosure 11), and notifies the School Registrar that the student may begin school. Refer to the Agency Payer Process Chart (Enclosure 12) for a detailed overview.

4. TUITION PAYMENT PROCESS. There are three authorized methods for tuition payment: electronic, MIPR, or check/money order.

a. Electronic.

(1) Companies and sponsors making payments to DoDEA via the secure U.S. Department of Treasury Web site are issued an invoice from the TCMS system.

(a) The invoice includes a unique bill number, which the payer will reference on www.pay.gov when making the payment.

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(b) After making the payment, the bill payer provides a payment confirmation statement from www.pay.gov to the HQ Tuition Program Manager.

(2) The HQ Tuition Program Manager records the payment in TCMS, creates the CCV, and submits the documentation to DFAS for processing.

b. MIPR.

(1) The sponsor's employer submits a DD Form 448 to the HQ Tuition Program Manager.

(2) The HQ Tuition Program Manager prepares a DD Form 448-2 for signature. The DoDEA HQ Chief, RMD signs the DD Form 448-2, authorizing payment if collection is made using the DD 448.

(3) The HQ Tuition Program Manager prepares an SF 1080, Voucher for Transfer between Appropriations and/or Funds (Enclosure 13), when tuition payment is made using the accepted MIPR. The SF 1080 states the amount of funds to be transferred, not to exceed the amount of funds authorized for payment on the MIPR, and is signed by the DoDEA HQ Chief, RMD.

c. Check/Money Order.

(1) A check or money order is submitted to the DoDEA School Registrar or DoDEA HQ for the quarterly or semester amount due.

(2) The DoDEA School Registrar logs the incoming check on the check register and submits it to the cashier, who will complete the DD Form 1131.

(a) The DoDEA School Registrar or HQ Tuition Program Manager uploads a copy of the DD Form 1131 to TCMS.

(b) After uploading a copy of the DD Form 1131 to TCMS, the DoDEA School Registrar notifies the HQ Tuition Program Manager via e-mail that payment has been received.

(3) The collected check is deposited in accordance with local procedures (e.g. Over the Counter Channel Application (OTCNet), deposit at a local bank).

5. TUITION REFUNDS. Tuition refunds are only authorized for full grading periods not attended. Once a student has attended any portion of a quarter, no adjustments or refunds are made to the tuition collected for that grading period.

a. Refunds for www.pay.gov transactions.

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(1) The HQ Tuition Program Manager processes a refund for the partial tuition owed to the sponsor via www.pay.gov.

(2) The sponsor is reimbursed on the credit card that was used for the initial payment.

(3) The HQ Tuition Program Manager confirms that the reimbursement posted via the online portal (i.e., www.pay.gov) and WAAS before updating TCMS.

b. Refunds for check or money order transactions.

(1) The HQ Tuition Program Manager prepares the SF 1034 and submits to DFAS.

(2) DFAS provides a Dispersing Office Voucher (DOV), confirming the refund was disbursed.

(3) The HQ Tuition Program Manager confirms the refund posted by using the DOV and WAAS before updating TCMS.

c. Refunds for MIPRs.

(1) The HQ Tuition Program Manager issues a DD Form 448-2 to return excess funds to the originating agency.

(2) The HQ Tuition Program Manager prepares an SF 1080 for signature returning excess tuition payment received from the originating agency. The SF 1080 states the amount of funds to be transferred and is signed by the DoDEA HQ Chief, RMD.

6. DOCUMENTATION AND RECORD KEEPING.

a. The student payment record is stored electronically for at least six years and three months. The student payment record contains, at a minimum:

(1) The DoDEA Form 600.

(2) The TCMS tuition invoice.

(3) Confirmation of payment.

(4) Approval for less-than-annual-payments, if applicable.

(5) CBL, if applicable.

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(6) TCMS-generated receipt to bill payer.

b. This record does not replace the official student record maintained onsite at the school. Records may be kept at both locations for ease of access.

ENCLOSURE 5

DD 1131, CCV

CASH COLLECTION VOUCHER		1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		
		2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
3. RECEIVING OFFICE				
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: _____				
4. DISBURSING OFFICE				
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
11. TOTAL			0.00	

ENCLOSURE 6

SF 1034, PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION			DATE VOUCHER PREPARED		SCHEDULE NO.		
			CONTRACT NUMBER AND DATE		PAID BY		
			REQUISITION NUMBER AND DATE				
PAYEE'S NAME AND ADDRESS					DATE INVOICE RECEIVED		
					DISCOUNT TERMS		
					PAYEE'S ACCOUNT NUMBER		
SHIPPED FROM			TO		WEIGHT		
GOVERNMENT BL NUMBER							
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>	QUANTITY	UNIT PRICE		AMOUNT <small>(1)</small>	
				COST	PER		
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL							
PAYMENT:		APPROVED FOR	EXCHANGE RATE	DIFFERENCES			
<input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		= \$	= \$1.00				
		BY 2	Amount verified; correct for payment				
		TITLE	(Signature or initials)				
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
		(Date)	(Authorized Certifying Officer) 2	(Title)			
ACCOUNTING CLASSIFICATION							
P A I D B Y	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER	ON (Name of bank)		
	CASH \$	DATE		PAYEE 3			
1. When stated in foreign currency, insert name of currency.					PER		
2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.							
3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.					TITLE		

Previous edition usable

NSN 7540-00-900-2234

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

ENCLOSURE 7

DODEA FORM 600, STUDENT REGISTRATION

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY STUDENT REGISTRATION				<i>OMB No. 0704-0495 OMB approval expires Mar 31, 2016</i>	
<p>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0495). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE SCHOOL IN WHICH THE STUDENT IS ENROLLING.</p>					
PRIVACY ACT STATEMENT					
<p>AUTHORITY: 10 U.S.C. Section 2164, and 20 U.S.C. Sections 921-932. PRINCIPAL PURPOSE(S): To obtain information necessary to enroll students, administer school operations, and protect student health and welfare in DoD operated dependent educational programs. Completed forms are covered by the DoDEA Dependent Children's School Program Files SORN located at http://privacy.defense.gov/notice/DODEA26.shtml. ROUTINE USE(S): To Federal, State and local government officials to protect health and safety in the event of emergencies. The DoD Blanket Routine Uses found at http://privacy.defense.gov/blanket_uses.shtml also apply to this collection. DISCLOSURE: Voluntary; however, failure to disclose the information collected on this form may delay and/or prevent the enrollment of a child and/or the delivery of educational and emergency services.</p>					
<p>This form is completed by the sponsor, who is a parent, spouse, or a legal guardian, to request enrollment of his/her dependent(s) at a DoDEA school. A dependent is a minor individual who has not completed secondary schooling and who is the child, stepchild, adopted child, ward or spouse of the sponsor. The information collected is used internally to determine the student's eligibility to enroll on a tuition-free or tuition-paying basis, and whether the student is space-required or space-available. It is also used to ensure that DoDEA makes available the appropriate classrooms, staffing, and supportive educational services, places students in the appropriate grade, identifies students with special needs, and to ensure compliance with laws protecting student rights.</p>					
SECTION I - SPONSOR INFORMATION					
1. TITLE <i>(Rank/Mr./Mrs.)</i>	2.a. SPONSOR LAST NAME	b. SPONSOR FIRST NAME	c. SPONSOR MIDDLE NAME	3. RELATIONSHIP TO STUDENT	
4. TELEPHONE NUMBERS <i>(Include Area Code or DSN)</i>			5. EMAIL ADDRESS		
a. HOME	b. DUTY/WORK	c. CELL			
6. ORGANIZATION			7. PAY GRADE <i>(E-1/O-1/GS-1)</i>	8. ROTATION/DEPARTURE DATE <i>(YYYYMMDD)</i>	
9. ORGANIZATION MILITARY INSTALLATION/CITY/COUNTRY					
10. MAILING ADDRESS <i>(e.g., Local/APO/FPO) (Required)</i>			11. PHYSICAL QUARTERS <i>(Street, City, etc.) (Enter only if different from mailing address)</i>		
SECTION II - SPONSOR'S SPOUSE INFORMATION					
1. TITLE	2.a. SPOUSE LAST NAME	b. SPOUSE FIRST NAME	c. SPOUSE MIDDLE NAME	3. RELATIONSHIP TO STUDENT	
4. TELEPHONE NUMBERS <i>(Include Area Code or DSN)</i>			5. EMAIL ADDRESS		
a. HOME <i>(If different)</i>	b. DUTY/WORK	c. CELL			
6. ORGANIZATION MILITARY INSTALLATION/CITY/COUNTRY					
SECTION III - FIRST LOCAL EMERGENCY CONTACT AND RELEASE INFORMATION					
<p>The person identified will be contacted if there is an emergency and the sponsor/spouse/legal guardian cannot be contacted. I permit the dependent that I am registering with this form to be released to the emergency contact identified in this section if I or my spouse are not available.</p>					
1. LAST NAME <i>(Not sponsor or spouse)</i>	2. FIRST NAME	3. TITLE	4. RELATIONSHIP TO STUDENT		
5. HOME TELEPHONE	6. DUTY/WORK TELEPHONE		7. CELL PHONE		
SECTION IIIA - SECOND LOCAL EMERGENCY CONTACT AND RELEASE INFORMATION					
<p>The person identified will be contacted if there is an emergency and the sponsor/spouse/legal guardian or the first local emergency contact cannot be contacted. I permit the dependent that I am registering with this form to be released to the emergency contact identified in this section if I or my spouse are not available.</p>					
1. LAST NAME <i>(Not sponsor or spouse)</i>	2. FIRST NAME	3. TITLE	4. RELATIONSHIP TO STUDENT		
5. HOME TELEPHONE	6. DUTY/WORK TELEPHONE		7. CELL PHONE		
SECTION IIIB - PERMANENT STATESIDE EMERGENCY CONTACT INFORMATION					
1. LAST NAME	2. FIRST NAME	3. TITLE	4. RELATIONSHIP TO STUDENT		
5. HOME TELEPHONE	6. DUTY/WORK TELEPHONE		7. CELL PHONE		
8. PERMANENT STATESIDE ADDRESS					

DoDEA FORM 600, MAR 2013

REPLACES SD FORM 600, WHICH IS OBSOLETE.

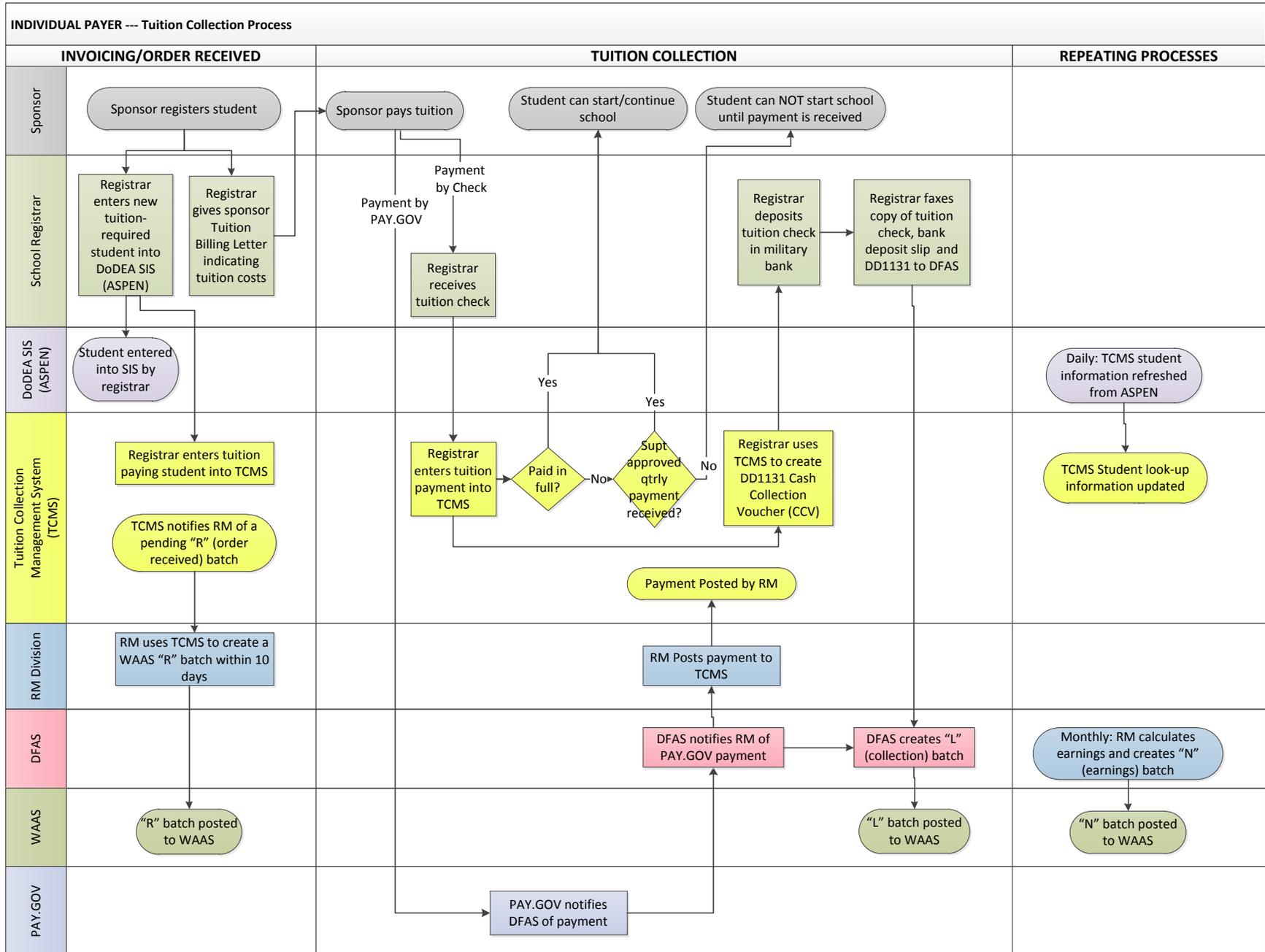
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ENCLOSURE 7

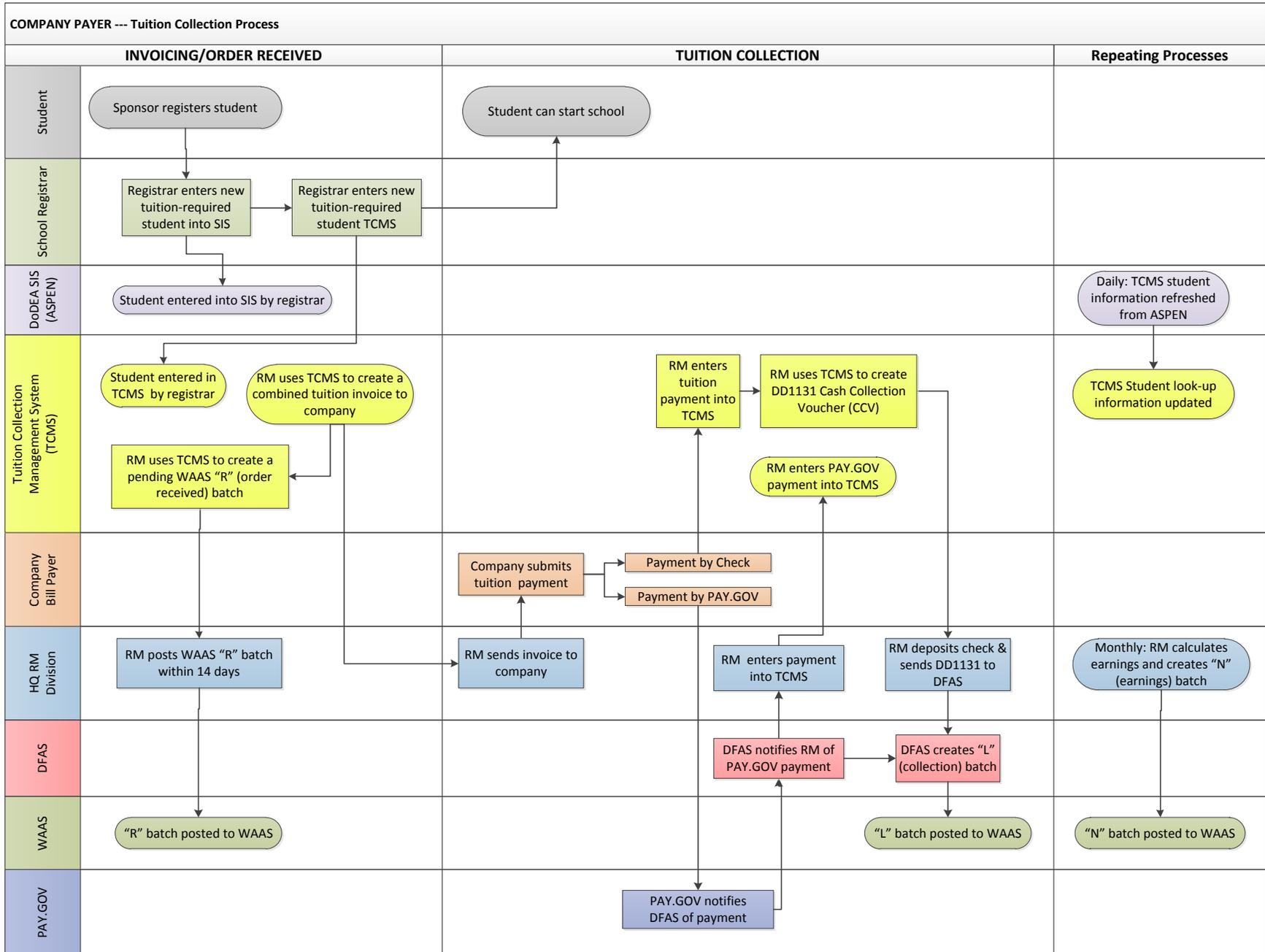
DODEA FORM 600, STUDENT REGISTRATION

SECTION IV - STUDENT INFORMATION			
1.a. LEGAL LAST NAME <i>(Include Jr./Sr./II)</i>		b. LEGAL FIRST NAME	
c. LEGAL MIDDLE NAME		d. PREFERRED FIRST NAME	
2. STUDENT GRADE	3. GENDER <i>(X one)</i> <input type="checkbox"/> M <input type="checkbox"/> F	4. DATE OF BIRTH <i>(YYYYMMDD)</i>	5. STUDENT ETHNICITY: HISPANIC OR LATINO <i>(X one)</i> <input type="checkbox"/> Y <input type="checkbox"/> N
6. STUDENT RACE <i>(X all that apply)</i>			
<input type="checkbox"/> a. American Indian or Alaska Native		<input type="checkbox"/> c. Black or African American	
<input type="checkbox"/> b. Asian		<input type="checkbox"/> d. White	
<input type="checkbox"/> e. Native Hawaiian or Other Pacific Islander			
7. STUDENT CELL PHONE <i>(Include Area Code)</i>	8. STUDENT EMAIL ADDRESS <i>(May be assigned by school)</i>	9. PASSPORT NUMBER <i>(H.S. only)</i>	10. PASSPORT EXPIRATION DATE <i>(YYYYMMDD)</i>
11. DOES THE STUDENT SPEAK A LANGUAGE OTHER THAN ENGLISH IN THE HOME? <i>(X one) (If Yes, what language?)</i> <input type="checkbox"/> Y <input type="checkbox"/> N		12. IS THERE AN ADULT WHO SPEAKS A LANGUAGE OTHER THAN ENGLISH? <i>(X one) (If Yes, what language?)</i> <input type="checkbox"/> Y <input type="checkbox"/> N	
13. WHAT IS THE HOME LANGUAGE?			
SECTION V - STUDENT HEALTH INFORMATION			
The information for physical and medical facility is for use in an emergency. Other information is collected to ensure compliance with immunization requirements and provide staff with the student's medical background.			
1. PHYSICIAN OR MEDICAL FACILITY NAME		2. PHYSICIAN OR MEDICAL FACILITY TELEPHONE NUMBER <i>(Include Area Code or DSN)</i>	
3. FOR NEW STUDENT: I have provided school officials with the DoDEA Form 2942.0-M-F1, "DoDEA Student Health History." <input type="checkbox"/> Y <input type="checkbox"/> N			
4. FOR RETURNING STUDENT: I have provided school officials with the DoDEA Form 2942.0-M-F2, "DoDEA Returning Student Health History." <input type="checkbox"/> Y <input type="checkbox"/> N			
5. IMMUNIZATIONS <i>(Only for new student) (X and Initial)</i> <input type="checkbox"/> I have provided or <input type="checkbox"/> will provide a copy of the Immunization Record as soon as possible to meet the provision allowing 30-calendar day grace period to obtain required immunizations.			
6. OTHER CONCERNS			
7. DOES THE STUDENT HAVE A HEALTH CONDITION REQUIRING POSSIBLE EMERGENCY CARE? <i>(X one)</i> <input type="checkbox"/> Y <input type="checkbox"/> N <i>(If Yes, specify:)</i>			
SECTION VI - VERIFICATION			
1. I AM REGISTERING _____ <i>(how many)</i> STUDENT(S).			
2. I declare under penalty of perjury that the statements made by me on this form are true, complete and correct.			
a. SIGNATURE OF SPONSOR/SPOUSE/LEGAL GUARDIAN			b. DATE (YYYYMMDD)
SECTION VII - FINAL DETERMINATION			
The final determination for placement of a child in a DoDEA school is the responsibility of DoDEA. You may be provided the opportunity to personally explain, refute, or clarify any information before a final decision is made.			
SECTION VIII - SCHOOL USE			
1. STUDENT NUMBER	2. STUDENT GRADE	3. ENROLLMENT CODE	4. SCHOOL CODE (DODAAC)
5. SCHOOL NAME		6. FIRST DAY STUDENT STARTS SCHOOL (YYYYMMDD)	
7. ORDERS ON FILE/VERIFIED <i>(X one)</i> <input type="checkbox"/> Y <input type="checkbox"/> N		8. BIRTH DATE VERIFIED <i>(Birth Certificate or Passport for Pre-Kindergarten, Sure Start, Kindergarten, First Grade)</i> <input type="checkbox"/> Y <input type="checkbox"/> N	
9. I verify that the information is correct.			
a. SIGNATURE OF REGISTRAR			b. DATE (YYYYMMDD)

ENCLOSURE 8 INDIVIDUAL TUITION PAYER PROCESS CHART



ENCLOSURE 9 COMPANY TUITION PAYER PROCESS CHART



ENCLOSURE 10

DD FORM 448, MIPR

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF _____ PAGES	
2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER		6. AMEND NO.	
7. TO:			8. FROM: (Agency, name, telephone number of originator)			
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.) b	QTY c	UNIT d	ESTIMATED PRICE e	ESTIMATED TOTAL PRICE f	
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.					11. GRAND TOTAL	
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)			13. MAIL INVOICES TO (Payment will be made by)			
			PAY OFFICE DODAAAD			
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ACRN	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION		ACCTG STA DODAAAD	AMOUNT
15. AUTHORIZING OFFICER (Type name and title)			16. SIGNATURE		17. DATE	

DD Form 448, JUN 72

PREVIOUS EDITION IS OBSOLETE.

Reset

Adobe Designer 7.0

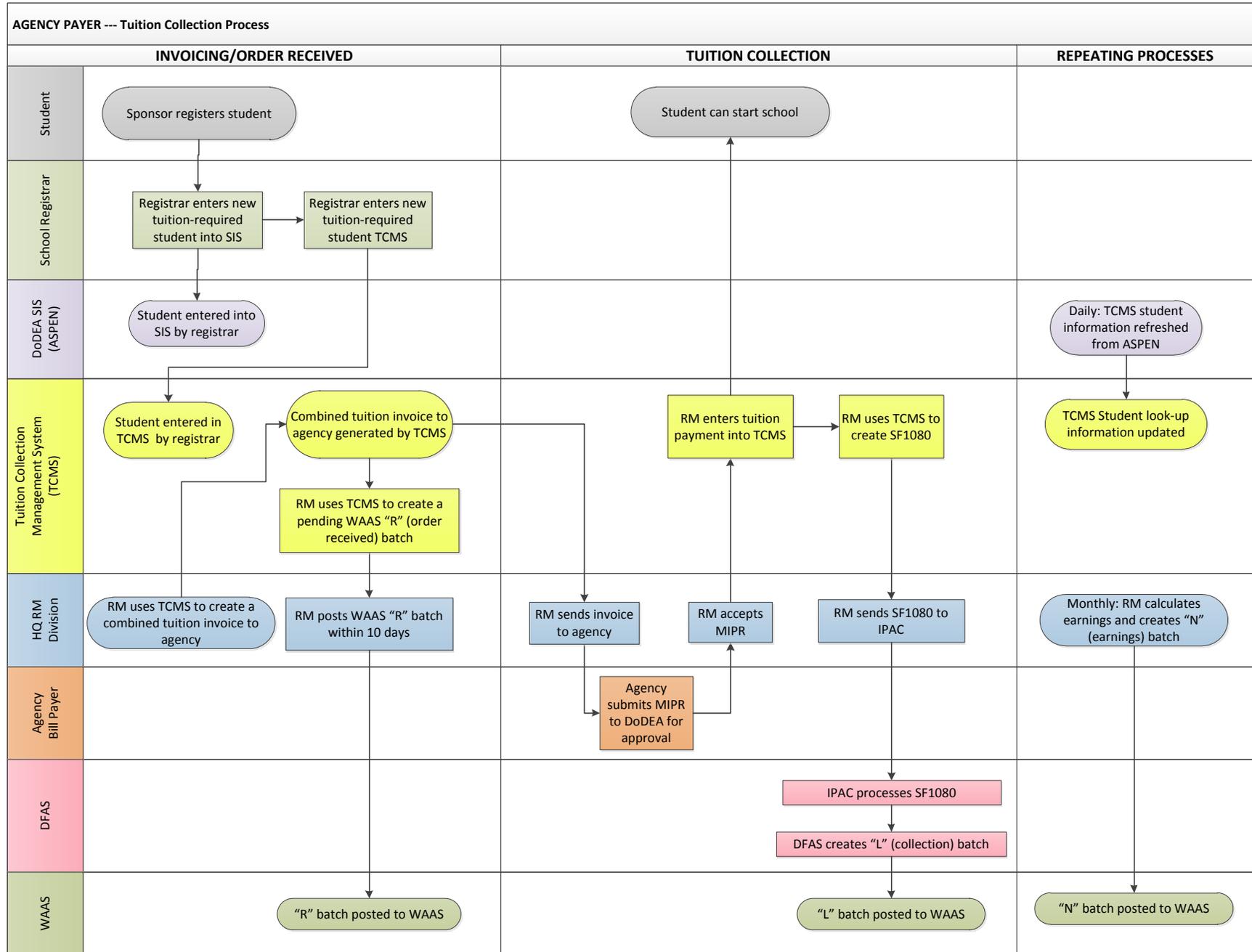
ENCLOSURE 11

DD FORM 448-2, MIPR ACCEPTANCE

ACCEPTANCE OF MIPR					
1. TO (Requiring Activity Address)(Include ZIP Code)			2. MIPR NUMBER		3. AMENDMENT NO.
			4. DATE (MIPR Signature Date)		5. AMOUNT (As Listed on the MIPR)
6. The MIPR identified above is accepted and the Items requested will be provided as follows: (Check as Applicable)					
a. <input type="checkbox"/> ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I) b. <input type="checkbox"/> ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II) c. <input type="checkbox"/> ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW d. <input type="checkbox"/> THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.					
7. <input type="checkbox"/> MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.					
8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.	ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.
d. TOTAL ESTIMATED PRICE		\$0.00		e. TOTAL ESTIMATED PRICE	
				\$0.00	
10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS			11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS		
			\$0.00		
12. FUNDS DATA (Check if Applicable)					
a. <input type="checkbox"/> ADDITIONAL FUNDS IN THE AMOUNT OF \$ _____ ARE REQUIRED (See Justification in Block 13) b. <input type="checkbox"/> FUNDS IN THE AMOUNT OF \$ _____ ARE NOT REQUIRED AND MAY BE WITHDRAWN					
13. REMARKS					
14. ACCEPTING ACTIVITY (Complete Address)			15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL		
			16. SIGNATURE		17. DATE

Reset

ENCLOSURE 12 AGENCY TUITION PAYER PROCESS CHART



GLOSSARY

ABBREVIATIONS AND ACRONYMS

AR	Accounts Receivable
CBL	Central Billing Letter
CCV	Cash Collection Voucher
DD	Department of Defense (form)
DDESS	Domestic Dependent Elementary and Secondary Schools
DFAS	Defense Finance and Accounting Services
DoD	Department of Defense
DoDDS	Department of Defense Dependents Schools
DoDDS-E	Department of Defense Dependents Schools-Europe
DoDDS-P	Department of Defense Dependents Schools-Pacific
DoDEA	Department of Defense Education Activity
DOV	Dispersing Office Voucher
DSO	District Superintendent Office
HQ	Headquarters
IPAC	Intra-Governmental Payment and Collection
MIPR	Military Interdepartmental Purchase Request
OTCNet	Over the Counter Channel Application
POC	Point of Contact
RMD	Resource Management Division
SF	Standard Form
SME	Subject Matter Expert
SY	School Year
TCMS	Tuition Collection Management System
WAAS	Washington Headquarters Services Allotment Accounting System