



## DoDEA ADMINISTRATIVE INSTRUCTION 5035.01

### PROVISION OF FINANCIAL ASSISTANCE AND SUPPORT FOR EDUCATION OF ELIGIBLE DEPARTMENT OF DEFENSE (DoD) DEPENDENTS IN OVERSEAS LOCATIONS

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**Originating Division:** Department of Defense Education Activity

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**Reissues:** ~~1035.1, "Use of Non-DoD Schools," August 14, 2003~~

***Incorporates and cancels:*** *DoDEA Regulation 1035.1, Change 3, "Use of Non DoD Schools," May 14, 2009*

**Approved by:** Thomas M. Brady, Director

***Change 1 Approved by:*** *Michael Godfrey, Chief Operations, Plans, Legislation, and Policy*

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**Purpose:** This Administrative Instruction:

- Establishes policy and assigns responsibilities for the education of eligible dependents of DoD personnel at overseas locations where there are no schools operated by DoD in accordance with Sections 926 (b) and 932 of Title 20, United States Code (U.S.C.).
- ~~Reissues~~ *Incorporates and cancels* Department of Defense Education Activity (DoDEA) Regulation 1035.1.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY.

*a. This Issuance applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); (referred to collectively in this issuance as "DoDEA Region Directors for Student Excellence"); and all DoDEA region, district, community, and school leaders and support staff.*

*b. This ~~Administrative Instruction~~ Issuance applies to all military and civilian sponsors and their command-sponsored school-age dependents assigned to overseas areas where there are no schools operated by DoD that are reasonably available.*

**1.2. POLICY.** It is DoDEA policy that command-sponsored school-age dependents of DoD sponsors assigned overseas where a school operated by the DoD is not reasonably available may be authorized financial and other support to assist in defraying the costs of educational options.

**1.3. INFORMATION COLLECTION.** *This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.*

## SECTION 2: RESPONSIBILITIES

### 2.1. DIRECTOR, DODEA. The Director, DoDEA, or designee:

- a. Establishes policy for eligibility of financial assistance to defray the costs of the authorized expenses for the education of command sponsored school-age dependents.
- b. Ensures the provisions of financial assistance for the education of eligible DoD dependents in overseas locations shall, to the maximum extent practicable, be consistent with the Department of State Standardized Regulations (DSSR) *270* relating to the education allowance for their assigned location.
- c. Ensures the development, implementation, and administration of a system of support services for command-sponsored school-age dependents assigned to overseas areas where schools operated by the DoD are not reasonably available.
- d. Appoints the DoDEA Chief of Education Partnership and Resources to ensure compliance with this Administrative Instruction and serve as the designee to review requests for exceptions to policy.
- e. Reviews all requests to exceed the education allowance.
- f. Coordinates with the Secretaries of Military Departments and DoD Components to ensure their responsibilities related to military and civilian personnel policy and family member overseas screening are written to support the requirements as detailed in DoD ~~Instruction and DoD Manual DoD Manual~~ *1342.12 Instruction 1315.19*.
- g. Ensures DoDEA provides educational information that is consistent with DoD Instruction 1315.18 and Volume 1230 of DoD Instruction 1400.25 for assignment coordination and DoD Instruction ~~123.15.19~~ *1315.19* authorizing special needs family members travel overseas at government expense.
- h. Develops and provides guidance as necessary for the delivery of services for children with disabilities and for the protection of procedural rights ~~consistent in accordance~~ with *Section 1400 of Title 20, United States Code, also known as* the "Individuals with Disabilities Education Act (IDEA)" as implemented by DoD Instruction 1342.12 and DoD Manual 1342.12.

### 2.2. PRINCIPAL DEPUTY DIRECTOR AND ASSOCIATE DIRECTOR FOR ACADEMICS, DODEA. The Principal Deputy Director and Associate Director for Academics, DoDEA:

- a. Ensures compliance with this ~~Administrative~~ *i*nstruction.
- b. Ensures the provisions of financial assistance for the education for eligible DoD dependents in overseas locations shall, to the maximum extent practicable, be consistent with the DSSR relating to the education allowance for their assigned location.

c. Ensures the development, implementation, and administration of a system of educational support services for command-sponsored school-age dependents assigned to overseas areas where there are no reasonably available schools operated by the DoD.

~~d. Coordinates with the Secretaries of Military Departments and DoD Components to ensure their responsibilities related to military and civilian personnel policy and family member overseas screening are written to support the requirements as detailed in DoD Instruction 1342.12 and DoD Manual 1342.12.~~

*ed.* Develops and provides guidance as necessary for the delivery of services for children with disabilities and for the protection of procedural rights consistent with the IDEA.

### **2.3. ASSOCIATE DIRECTOR FOR FINANCIAL AND BUSINESS OPERATIONS (FB&OF&BO), DODEA.** The Associate Director for ~~FB&O~~ F&BO, DoDEA:

a. Ensures compliance with this ~~a~~Administrative ~~i~~nstruction.

b. Ensures the provisions of financial assistance for the education for eligible DoD dependents in overseas locations shall, to the maximum extent practicable, be consistent with the DSSR relating to the education allowance for their assigned location.

c. Ensures the development, implementation, and administration of a system of financial support services for command-sponsored school-age dependents assigned to overseas areas where there are no schools operated by the DoD reasonably available.

### **2.4. CHIEF, OFFICE OF EDUCATIONAL PARTNERSHIP AND RESOURCES, DODEA.** The Chief, Educational Partnership and Resources, DoDEA:

a. Ensures compliance with this ~~a~~Administrative ~~i~~nstruction.

b. Ensures that procedural guides comply with this ~~a~~Administrative ~~i~~nstruction.

c. Determines initial and continued eligibility for financial assistance and support for education for DoD dependents in overseas locations.

d. Provides the Military Services and DoD agencies with current information regarding eligibility, educational options and support.

e. Executes process for the resolution of requests for exception to policy, including developing an appeal process. After coordination with RM and the Office of General Counsel, submit to the Director, DoDEA, exceptions that exceed the prescribed financial and other education support amounts.

f. Ensures the Military Medical Departments and DoDEA cooperate in the delivery of related services to eligible children with disabilities, ages 3 through 21 years, who require such services to benefit from special education.

- g. Coordinates with the Military Services and DoD agencies to appoint a liaison to serve as a local point of contact for DoDEA.
- h. Executes a full range of educational support services, including, but not limited to, gifted education, English as a second language (ESL), and special education services.
- i. Coordinates with Military Departments, Services, Commands, and DoD Components on issues related to military and civilian personnel policy and family member overseas screening as detailed in DoD ~~7000-14-R~~ *Instruction 1315.19*.
- j. Coordinates with Department of State Office of Overseas Allowances and Overseas Schools related to changes in the DSSR.
- k. Designs, implements, monitors, and evaluates the effectiveness of related policies, procedures, and systems.
- l. Ensures management internal control and operational compliance.
- m. Conducts periodic site visits to review educational programs, including special education, or to determine appropriate education offerings. Visits may also be conducted to complete special education monitoring and assessments.

**2.5. CHIEF, ~~RM~~ RESOURCE MANAGEMENT, DODEA.** The Chief, *Resource Management (RM)*, DoDEA:

- a. Ensures compliance with this ~~a~~Administrative ~~i~~nstruction.
- b. Ensures that procedural guides comply with this ~~a~~Administrative ~~i~~nstruction.
- c. Establishes procedures for financial assistance and support for education of DoD dependents in overseas locations *in accordance with DoD 700-14-R*.
- d. Establishes procedures to prorate the applicable financial assistance as determined by the educational option and DSSR when:
  - (1) The educational setting for the child has changed;
  - (2) The student is voluntarily withdrawn from school during a school year; or
  - (3) The student starts school during the school year.
- e. Ensures financial assistance provided is in accordance with the DSSR relating to the education allowance for the assigned location and education option.
- f. Submits requests for reimbursement from sponsors/schools when a dependent departs the school earlier than expected and payment has already been paid.

g. Submits requests for reimbursement to applicable Military Departments, Services, Commands and DoD Components, as appropriate, when expenses exceed the DSSR and/or when costs associated with the delivery of education are excessive or extraordinary due to sponsors failing to coordinate or follow overseas screening recommendations for students with special education needs.

## SECTION 3: POLICY AND PROCEDURES

**3.1. OVERVIEW.** It is DoDEA policy that command-sponsored school-age dependents of DoD sponsors assigned overseas where a school operated by the DoD is not reasonably available may be authorized financial and other support to assist in defraying the costs of educational options.

### 3.2. ELIGIBILITY POLICY.

a. While assigned overseas, command-sponsored school-age dependents of DoD sponsors may be authorized financial and other support to assist in defraying the costs of education in schools not operated by DoD.

b. The financial assistance to defray the costs of the authorized expenses for the education of command-sponsored school-age dependents shall, to the maximum extent practicable, be consistent with the DSSR relating to the education allowance for their assigned location or educational option.

c. Eligibility for financial assistance is determined based on the definition of “command-sponsored dependents” of DoD personnel assigned to an overseas location as outlined in Section 932 of Title 20, U.S.C. and DoD Instruction 1315.18.

d. Approval for the enrollment of a command-sponsored school-age dependent is based on permanent change of station orders, which are used to verify eligibility and required prior to enrolling in an educational option.

e. If erroneous or misleading information is found to have been provided for eligibility determination, the sponsor shall be responsible for reimbursing the U.S. Government for all costs incurred by the DoD.

f. Enrollment is authorized beginning with the year prior to the U.S. equivalent of first grade and consistent with the prescribed age requirement for kindergarten and first grade included in the eligibility guidelines outlined in the program Web site.

g. Subject to review and approval, eligible school-age dependents may complete the current school year if their sponsor is transferred, dies, or retires during the school year, if the dependents are authorized to remain in the country based on the terms of a status of forces or host nation agreement, host nation and international laws, and timeframe of retirement.

### 3.3. EDUCATION OPTIONS POLICY.

a. Parents have the right to choose the educational setting for their child, with authorization up to the education allowance rate for that location and educational option, as determined by the Department of State and within the allowable expenses as outlined in Section 4 of this ~~AI~~ *Administrative Instruction*. If a sponsor chooses an educational setting where the costs exceed the education allowance for that location and educational option, the sponsor is responsible for

the costs that are in excess of the authorized education allowance rate as established by the DSSR.

b. Section 932 of Title 20, U.S.C. authorizes financial assistance to assist in defraying the costs of education for schools deemed “satisfactory to the Secretary” when a DoD school is not reasonably available. This assistance is not intended to provide the exact same educational options that are available in DoDEA schools.

c. Allowable expenses outlined in Section 4.1.a. are authorized in addition to the educational allowance amount, are paid one time during the sponsor’s tour except when:

- (1) The school does not offer the next grade; or
- (2) The school is not able to accommodate the educational needs of the child; ~~and~~ *or*
- (3) The maximum education allowance for the school year has not been exceeded.

d. Any change of educational settings during the school year is subject to a review of fees paid to date and a school’s withdrawal and refund policies.

e. Enrollment at any point during the school year is subject to the proration of the allowable financial assistance rate as determined by the DSSR for the education option.

f. Allowable expenses will be paid according to the published educational setting fee schedule. In accordance with DoD 7000-14-R, payments may be paid in advance, either for the entire school year, by installments, or when a monetary advantage, such as a discount, applies.

### **3.4. SPECIAL EDUCATION SUPPORT POLICY.**

a. DoDEA is required to provide a free and appropriate public education (FAPE) in the least restrictive environment to eligible dependents (ages 3-21) enrolled in the non-DoD school in accordance with DoD Instruction 1342.12 and DoD Manual 1342.12. Such dependents are eligible for receipt of a special education allowance to meet the requirements in the student’s Individualized Education Plan (IEP).

b. If the overseas educational screening process determines that the educational program(s) available in an overseas location cannot provide FAPE to an eligible student with disabilities, as specified in their IEP, then the program(s) will be deemed not satisfactory to the Secretary of Defense in accordance with Section 926 of Title 20, U.S.C. DoDEA is not authorized to provide financial assistance to fund programs deemed not satisfactory. DoDEA shall, however, offer to provide a FAPE through another educational option, including if appropriate to the needs of the individual child, placement in a residential program for children with disabilities or home-school instruction.

c. Home-school instruction may be authorized and funded only when it is determined through a child’s IEP that it is an appropriate placement that provides FAPE. Military Medical Departments and DoDEA shall cooperate in the delivery of related services to eligible

dependents with disabilities, ages 3 through 21 years, who require such services to benefit from special education and related services in accordance with DoD Instruction 1342.12 and DoD Manual 1342.12.

## **SECTION 4: ALLOWABLE EXPENSES BY EDUCATIONAL OPTION**

**4.1. SCHOOL AT POST/DUTY LOCATION.** This option refers to an elementary or secondary school within daily commuting distance of the sponsor's duty assignment and residence.

### **a. One Time Fees.**

- (1) Application.
- (2) Admission/Registration/Enrollment.
- (3) Building/Facility/Maintenance/Development/Enhancement/Capital.
- (4) Entrance Exam/Evaluation/Assessment.
- (5) Matriculation.
- (6) Value Added Tax.
- (7) Security.

### **b. Annual Fees.**

- (1) Technology fees charged by the school, provided the fee does not include the ownership (lease to own or purchase) of any devices, especially personal, computing devices.
- (2) Laboratory.
- (3) Matriculation.
- (4) Fees for group-instruction activities such as music, art, and physical education; if these fees are included in courses regularly offered in the curriculum of the school and included as part of the publically advertised rates.
- (5) Costs or fees for course-required or end-of-year examinations/tests, consistent with U.S. public school requirements.
- (6) Musical instrument rental fee required for course as part of school curriculum.
- (7) Fees for ESL instruction provided by the school are paid in addition to the amount authorized in the education allowance.

### **c. Tuition and Education Resources.**

- (1) Publically advertised tuition rates.
- (2) Necessary elective courses offered by the school.

(3) Textbooks, or access to online textbooks, used as a standard work for the study of a particular subject and are required as part of the curriculum and supplies normally provided free of charge in public schools in the U.S..

(4) Transcript conversion.

**d. Local Transportation.**

(1) One daily round-trip ride from home/bus-stop to school and return, the distance from home to school must exceed one mile.

(2) Transportation is provided or arranged by the school or, when due to exigent circumstances such as safety/force protection concerns, by the U.S. Government.

(3) If neither school transportation nor U.S. Government transportation is available, sponsors may use commercial transportation or privately owned vehicle; sponsors may claim mileage reimbursement using the Defense Travel Management Office mileage rates outlined in *Chapter 4 of The Joint Travel Regulations Uniformed Service Members and DoD Civilian Employees*.

(4) Sponsors electing to live outside the commuting area designated for the school shall arrange for alternate transportation for their children to the nearest point in the commuting area that is served by the school.

(5) Transportation is provided in accordance with the student IEP or 504 accommodation plan.

**e. Pre-Approved Supplemental Instruction.**

(1) Foreign Language. The school provides its curriculum in a foreign language which the child does not know well enough to progress in the curriculum.

(2) Gifted Education. The school does not offer a gifted or equivalent program and additional support is in academic content only.

(3) Academic Support. The school requires additional instruction to enable the child to:

(a) Enter a grade, remain in the same grade, complete a grade; or,

(b) Successfully complete an academic course in order to progress to the next level in the sequence of courses.

(4) Supplemental Coursework. Academic subjects generally offered by public schools in the U.S., such as U.S. history, civics, computer, American literature, English grammar, Advanced Placement or International Baccalaureate courses.

(5) Other. Following authorized/ordered departure/evacuation when school requires additional instruction to successfully complete the current school year.

**f. Special Education Associated Allowance:** This allowance applies to children who have an IEP.(1) Required services, equipment and transportation for specialized instruction that are part of an IEP.

(2) Assistive Technology; students requiring assistive technology devices or services prescribed by the IEP to improve the student's functional capabilities.

**4.2. SCHOOL AWAY FROM POST/DUTY LOCATION.** This option refers to a secondary school (grades 6-12) beyond the daily commuting distance of the sponsor's assignment necessitating board and room in connection with attendance.

**a. Fees.**

(1) Technology fees charged by the school, provided the fee does not include the ownership (lease to own or purchase) of any devices, especially personal, computing devices.

(2) Laboratory.

(3) Matriculation.

(4) Fees for group instruction activities such as music, art, and physical education; if these fees are included in courses regularly offered in the curriculum of the school.

(5) Costs or fees for course-required or end-of-year examinations/tests, consistent with U.S. public school requirements.

(6) Necessary elective courses offered by the school.

(7) Musical instrument rental fee required for course as part of school curriculum.

**b. Tuition and Education Resources.**

(1) Publically advertised tuition rates.

(2) Required elective courses offered by the school.

(3) Textbooks, or access to online textbooks, used as a standard work for the study of a particular subject and required as part of the curriculum and supplies normally provided free of charge in public schools in the U.S..

(4) Room and board in private boarding school facilities.

**c. Transportation.**

(1) Five-Day Boarding: Transportation to and from school on weekends and school breaks.

(2) Full-Time Boarding: Transportation provided from duty station to the school/boarding facility at the beginning of the school year and at the end of the school year up to the limit of the education allowance set by the DSSR.

**d. Special Education Associated Allowance:** This allowance applies to children who have an IEP.(1) Required services, equipment and transportation for specialized instruction that are part of an IEP.

(2) Assistive Technology: Students requiring assistive technology devices or services prescribed by the IEP to improve the student's functional capabilities.

**4.3. HOME STUDY/PRIVATE INSTRUCTION.** This option means a complete academic course using home school and/or virtual and/or other appropriate materials in the home and/or by private instruction.

**a. Home-Based Education Option.**

(1) Tuition charges from a direct education/instructional provider associated with the educational program.

(2) Home school curriculum and supplemental materials on a grade/age-appropriate basis.

(3) Supplies which are normally provided free of charge in U.S. public schools.

(4) Shipping costs or lesson postage associated with the educational program.

(5) Fees charged for access to libraries, recreation facilities or education-related curriculum activities.

(6) Group lessons already established in the community.

(7) Grades K-8: 60 minutes a week for *each content area for* physical education (PE), music and art.

(8) Grades 9-12: 4 hours per week for *each content area for* PE, music and art.

(9) Fees charged for participation on athletic or extra-curricular teams which are normally free of charge in U.S. public schools.

(10) Fees for curriculum related internet services such as study program, library services, or supplemental distance learning courses.

(11) Fees for the rental of curriculum-related equipment such as musical instruments which would normally be provided free of charge in U.S. public schools.

(12) Fees for required testing materials and shipping costs by the authorized program.

(13) Instructional curriculum guides.

**b. Virtual Education.**

(1) Tuition charges from a direct education/instructional provider associated with the educational program.

(2) Group lessons already established in the community.

(3) Fees charged for participation on athletic or extra-curricular teams which are normally free of charge in U.S. public schools.

(4) Fees for curriculum related internet services such as study program, library services or supplemental distance learning courses.

(5) Fees for the rental of curriculum-related equipment such as musical instruments which would normally be provided free of charge in U.S. public schools.

(6) Fees for required testing materials, shipping costs by the authorized program.

(7) Shipping costs or lesson postage associated with the educational program.

**c. Special Education Associated Allowance:** This allowance applies to children who have an active IEP.

(1) Services, Equipment Transportation. Services, equipment and transportation that may be required for specialized instruction that are part of a student's IEP.

(2) Assistive Technology. Students requiring assistive technology devices or services prescribed by the IEP to improve the student's functional capabilities.

## SECTION 5: NON-ALLOWABLE EXPENSES BY EDUCATIONAL OPTION

### 5.1. SCHOOL AT POST/DUTY LOCATION.

- a. School meals.
- b. School uniforms.
- c. Elective courses for dancing, horseback riding, sports or other specialized instruction.
- d. Field trips/school excursions/camps/*athletic events* regardless of whether the trips are predominantly academic in nature or if participation is mandatory or voluntary.
- e. *Before/After* school activities.
- f. Personal devices including, but not limited to, computing devices, internet, personal telephone, satellite or communications.
- g. Magazine or newspaper subscriptions.
- h. Admission to school events.
- i. Preliminary Scholastic Assessment Test (PSAT); American College Testing (ACT); and Scholastic Assessment Test (SAT).
- j. Fees for locker or towels.
- k. Fees for museums, culture events, or performances.
- l. Fees for graduation, yearbooks, parent-school organizations.
- m. Fees for before and after school care.
- n. Personal expenses.
- o. Insurance.
- p. Debentures that pay for shares of stock in the school which make either the employee or the U.S. Government a shareholder in the school.
- q. Transfer fees charged by bank.
- r. Postage fees.

## **5.2. SCHOOL AWAY FROM POST/DUTY LOCATION.**

- a. Transportation at school breaks.
- b. School uniforms.
- c. Field trips/school excursions/camps/*athletic events* regardless of whether the trips are predominantly academic in nature or if participation is mandatory or voluntary.
- d. Personal devices including, but not limited to, computing devices, internet, personal telephone, satellite or communications.
- e. Magazine or newspaper subscriptions.
- f. Admission to school events.
- g. PSAT/ACT/SAT associated costs.
- h. Fees for locker or towels.
- i. Fees for museums, culture events, or performances.
- j. Fees for graduation, yearbooks, parent-school organizations.
- k. Personal expenses.
- l. Insurance.
- m. Debentures that pay for shares of stock in the school which make either the employee or the United States Government a shareholder in the school.
- n. Supplemental instruction.
- o. Transfer fees charged by bank.
- p. Postage fees.
- q. Private residential or non-dormitory facility.

**5.3. HOME STUDY/PRIVATE INSTRUCTION.** a. Purchase ~~or rental~~ of items which have broader use than the course of study such as computer equipment/accessories, telescopes, furniture/furnishings and other ~~times items~~ not ordinarily provided free of charge by U.S. public schools.

- b. Training for parents in home study/private instruction.
- c. Field trips/school excursions/camps/*athletic events* regardless of whether the trips are predominantly academic in nature or if participation is mandatory or voluntary.

- d. Any form of compensation to the parent (nanny/childcare or supervisory costs).
- e. Travel or transportation costs.
- f. Personal services including, but not limited to, telephone, internet, satellite, cable or other communication services.
- g. Fees for museums, culture events, or performances.
- h. SAT/ACT/PSAT associated costs.
- i. Private lessons (core or elective subjects).
- j. Membership in gymnasiums, cultural clubs, spas or other private clubs.
- k. Supplies that are normally purchased by parents (pens, papers, markers, pencils).
- l. Non-course specific materials, such as software programs, reading materials, and reference materials.
- m. Religious materials for instruction, unless religion is a subset of the instruction.
- n. Transfer Fees charged by banko. Third party service provider fees (umbrella school/cover schools not providing direct instruction, course, or accredited virtual education).
- p. Supplemental instruction.

## GLOSSARY

### G.1. ACRONYMS.

ACT	American College Testing
DoDEA	Department of Defense Education Activity
DSSR	Department of State Standardized Regulations
ESL	English as a Second Language
FAPE <i>F&amp;BO</i>	Free and Appropriate Public Education <i>Financial and Business Operations</i>
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Program
<i>OCONUS</i>	<i>Outside the Continental U.S.</i>
PDS <i>PE</i>	Permanent Duty Station <i>Physical Education</i>
PSAT	Preliminary Scholastic Assessment Test
RM	Resource Management
SAT	Scholastic Assessment Test

**G.2. DEFINITIONS.**  
**504 Accommodation Plan.** *A written plan developed by the 504 Accommodation Team specifying the nature of the student's disability(ies) and the major life activity(ies) it limits, the basis for determining the disability(ies), the educational impact of the disability(ies), the area(s) for 504 Accommodation( s), and the 504 Accommodation strategies and documentation concerning how the student's progress will be determined.*

**academic content.** Math, science, languages, social studies.

**allowable expenses.** Educational curriculum and services that are normally provided without charge in public schools in the U.S.

**at post.** An elementary or secondary school within daily commuting distance of the sponsor's assignment.

**away from post.** An elementary or secondary school beyond daily commuting distance of the sponsor's assignment as to necessitate board and room in connection with attendance.

**boarding school.** A diploma-granting school providing residence halls on campus and meals in addition to an education.

**Command-sponsored dependents.** Dependents of a Service member/DoD civilian residing with the Service member/DoD civilian at his or her duty station outside the Continental United States, where an accompanied tour is authorized; the Service member/DoD civilian is authorized to serve said tour; and where dependents meet these conditions:

Dependents are authorized by the appropriate authority to be at the Service members/DoD civilian's duty station.

Service members are authorized a cost of living allowance and temporary lodging allowance at the "with dependents" rate, as a result of their dependents' residence in the vicinity of the Service member/DoD civilian's duty station.

**education allowance.** The term used by DoDEA to describe the financial and other support to assist in defraying the costs of educating eligible DoD dependents in non-DoD schools when stationed in overseas locations where DoD schools are not reasonably available.

**English as a Second Language.** Assistance and/or instruction provided to a child not speaking English sufficiently well to participate fully in a school's curriculum.

**elective course.** An elective course is a credited course, normally offered free of charge in a U.S. public school that meets student's academic and/or postsecondary goals.

**gifted learner.** Children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment.

**group instruction.** Lessons already established in the community for groups of children.

**home study.** A complete academic program using home school and/or virtual and/or other appropriate materials in the home and/or by private instruction.

**individualized education plan.** A written statement of the educational program designed to meet a child's individual needs.

**kindergarten.** One school year program similar to the U.S. public school program immediately preceding grade one.

**One-time fees.** Non-refundable fees charged by the schools, not recurring in subsequent years of enrollment. These amounts are paid in addition to the amount authorized in the DSSR, one time per tour.

**overseas area.** Any area situated outside the United States. Also known within DoD as "OCONUS" or Outside the Continental U.S.

**permanent change of station.** The assignment, detail, or transfer of a Service member or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new Permanent Duty Station (PDS), or direct return to the old PDS.

**permanent duty station.** The installation of duty or official duty station of a member is the PDS for dependents' transportation, transportation of household goods, and geography-based station allowances and overseas housing allowance.

**private instruction/private lesson.** Provided individually and for which there is a fee involved.

**reasonably available.** The commuting area of a DoDEA school is based on the availability of housing within the proximity of the school and will not normally exceed 1 hour in commute time.

**round-trip transportation.** Transportation provided from home or designated school bus stop, to school and return, must be in excess of one mile, or regardless of distance if the student resides within the commuting area, is qualified as having a disability and transportation to and from school and home is included in the student's IEP or 504 accommodation plan).

**satisfactory to the secretary.** An educational option providing an educational program reasonably comparable to those in public schools in the U.S. and meeting the requirement to provide FAPE under the IDEA, and DoD Instruction 1342.12, and DoD Manual 1342.12.

**school age.** A child eligible to be enrolled in kindergarten through twelfth grade.

**school year.** The total number of calendar days involved in obtaining, by means of a specific educational option, elementary or secondary within the prescribed education allowance rate in one 12-month period.

**sponsor.** An active-duty member of the Armed Forces or a full-time civilian officer or employee of DoD who is a citizen or national of the U.S., is authorized to transport dependents to or from an overseas area at government expense, and is provided an allowance for living quarters in that area.

**supplemental instruction.** An amount in addition to the school at post education allowance for the following reason(s):

Instruction in academic subjects generally offered by public schools in the U.S., such as U.S. history, civics, American literature, English grammar, Advanced Placement or International Baccalaureate courses.

Foreign language support; if the school provides its curriculum in a foreign language which the child does not know well enough to progress in the curriculum.

Gifted Education; if the school does not offer a gifted or equivalent program and additional support in academic content only.

Documented need from the school that the child requires additional instruction to enable the child to enter a grade, remain in a grade, or complete a grade in the school or successfully complete an academic course to prepare to the next level in the sequence of the courses.

Child requires additional instruction to successfully complete the school year in instances of return from an authorized/ordered departure.

**third-party service provider.** A provider serving as an umbrella school, cover school, or other service provider for home study/private instruction (e.g. homeschool) which serve to coordinate (or procure from another provider) home study/private instruction courses, materials, or other education program materials on behalf of the sponsor.

**to the maximum extent practicable.** Capable of being put into practice within the range of applicable statutes and regulations.

**virtual education.** Educational program where instruction is provided by certified teachers in a learning environment where teacher and students are separated by time and/or space and the teacher provides course content through methods such as Internet, multimedia resources, and videoconferencing. Students get the content and communicate with the teacher via the same media.

## REFERENCES

- ~~DoDEA Regulation 1035.1, Change 3, "Use of Non-DoD Schools," May 14, 2003 (hereby canceled)~~
- ~~Department of State Standardized Regulations (DSS)R 270, Education Allowance, current edition~~
- DoD 7000.14-R, "Financial Management Regulation," Current Edition
- DoD Instruction 1315.18, "Procedures for Military Personnel Assignments," October 28, 2015
- DoD Instruction 1315.19, "Authorizing Special Needs Family Members Travel Overseas at Government Expense," December 20, 2005 Incorporating Change 1, February 16, 2011
- DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents in Overseas Areas," June 17, 2015
- DoD Instruction 1400.25, Volume 1230, "DoD Civilian Personnel Management System: Overseas Allowances and Differentials," July 26, 2012
- DoD Manual 1342.12, "Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015
- Joint Travel Regulations *Uniformed Service Members and DoD Civilian Employees*, ~~Volume 2, Department of Defense Civilian Personnel, Chapter 4~~, current edition
- ~~Public Law 101-476, The Individuals with Disabilities Education Act (IDEA), October 30, 1990~~  
~~United States Code, Title 20, Section 1400 (also known as "The Individuals with Disabilities Education Act (IDEA)")~~
- United States Code, Title 20, ~~Chapter 25A (Overseas Defense Dependents' Education)~~
- ~~United States Department of State Standardized Regulations, Section 270, Education Allowance, current edition~~