



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
HEADQUARTERS
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1400**

August 12, 2020

MEMORANDUM FOR ELIGIBLE DOD SPONSORS AND SUPPORT PERSONNEL

SUBJECT: SY 2020-21 Tuition Payments for Non-DoD Schools Program Dependents on Authorized/Ordered Departures

The purpose of this memorandum is to provide updated guidance for Non-DoD Schools Program stakeholders related to the payment of eligible educational expenses for the SY 2020-21.

Dependents on Authorized or Ordered Departure

- The Department of Defense Education Activity (DoDEA) Director has authorized the payment of eligible costs for virtual education when the following provisions are met:
 - The DoD-sponsor is at the overseas duty station and the school-aged dependent cannot travel to the duty station because of COVID-19 implications; and
 - the school-aged dependent was enrolled in the Non-DoD Schools Program for the SY 2019-20 but is in the safe-haven location due to authorized/ordered departure status; and
 - the family intends for the dependent to return to the duty station as soon as they are authorized to do so; and
 - the student enrolls at the overseas school; and
 - the overseas school will provide online schooling as of the start of the school year.

- The DoD sponsor has the choice to enroll their dependent in a publically funded school in the safe haven location. However, if the dependent is re-enrolled in the overseas school, then the sponsor will be required to sign a repayment agreement prior to the NDSP payment acknowledging they will repay the allowance if their dependent does not ultimately join them at the duty station (or, for the case of students attending a boarding school, if the dependent does not ultimately attend the away from post school) during the academic year.
 - Families that make a personal decision not to return to the duty station once the US government and host nation restrictions are lifted will be required to repay the education allowance.
 - A repayment waiver may be requested for those sponsors whose dependents are ultimately not permitted to travel to the duty station solely due to COVID-19-related restrictions set by the U.S. government or host nation government. Examples of restrictions that may be considered in support of waiving a repayment are:

- Change in medical clearance.
 - U.S. government changes the post/duty station to unaccompanied status.
 - The host nation requirements leading to U.S. government restrictions for eligible family members (e.g. unacceptable institutional quarantine requirements).
- Sponsors/employees must still fulfill all the usual NDSP eligibility criteria, other than the child's presence at the duty station at the time the allowance is authorized, in order to receive an education allowance.

Frequently Asked Questions

1. Based on the criteria established, my dependent is eligible. How do I sign the repayment agreement and request the school's tuition is paid?
Access your sponsor portal and upload the repayment agreement which can be found at: [https://webapps.dodea.edu/NDSP/WW/ndsp\)parent/login.cfm](https://webapps.dodea.edu/NDSP/WW/ndsp)parent/login.cfm) Send a copy of the school's invoice to the NDSP regional invoices mailbox.
2. Does this provision of payment apply to homeschooling?
No, the provision for homeschooling will only be available once the dependent arrives at the duty station. If the dependent arrives at the duty station before the end of the school year, then reimbursements for eligible homeschooling expenses will be honored.
3. What happens if we are a new family to the NDSP- does this provision apply to us?
Unfortunately, since the Non DoD Schools Program only has the legal authority to pay for private schooling when the dependent is in an overseas location that is not within the commuting distance of a DoDEA-operated school, this provision could only be extended to continue the educational programming for those students who were required to leave the foreign location (and unable to travel back) to an authorized/ordered departure. This provision does not extend to families who have delayed PCS due to COVID-19.
4. If I am a new NDSP family and we have not arrived at the Duty Station, should we still apply for eligibility?
Yes, you should apply to obtain your formal eligibility letter as soon as the sponsor has PCS orders.
Access the online portal at: <https://registration.dodea.edu/NDSP/>
5. If we were not at the overseas location last year, but will travel to the Duty Station this school year once restrictions are lifted. Will education expenses be reimbursed if we apply for the International school before we arrive in location?
We always recommend extreme caution with regard to making out-of-pocket expenditures. However, as long as the dependent and sponsor arrive to the Duty Station by the end of the school year, eligible expenses can be reimbursed. However, if the sponsor is re-directed or the PCS orders are otherwise changed, the NDSP cannot reimburse out-of-pocket expenditures.
6. What happens if we chose to enroll our dependent in the U.S. public school at our safe-haven? Do we lose eligibility to the NDSP if we do return to the Duty Station?
When the PCS orders have been received and the NDSP validates that the dependent is at the Duty Station, eligibility will be promptly reinstated.

We are committed to supporting DoD connected students in overseas locations to the best of our ability. We recognize the COVID-19 pandemic is affecting our students and families in ways that are difficult to predict. If you have any questions, please feel free to reach out to one of our team members at ndsp.management@dodea.edu or by calling us at (571) 372-0591/DSN: 372-0591.

Kathleen Facon
Chief, Partnership and Resources Division