

# Non-DoD School Program Submission

Phone: +49-611-380-7220; Fax: +49-611-380-7671

<http://www.eu.dodea.edu/nondod.htm>

Please fill in blanks and check items included/verified under categories below.

Fax From:	Contact Number:
Sponsor:	Child's Name:
Country:	Contact Email/Phone:

**New Enrollment Paperwork:**

- Copy of complete orders
- DSE Form 610 (one for each student & endorsed by Command)
- DSE Form 920 (endorsed by Command)

**Claim For Reimbursement:**

- DSE 970 (Wire Transfer Request) must be on file prior to reimbursements being processed (only one time unless banking information changes).

Educational Expenses:

- DSE Form 960 (Endorsed by Command)
- Receipts (Must show amount as *paid*)
- Include invoice if sponsor paid school fees directly

Transportation Expenses:

- Did you turn in the DSE 950 at the start of the school year?
- Mileage: SF 1164 (endorsed by Command)
- Mileage: attendance record from school (showing days attended)
- Other Transportation: DSE Form 960 (endorsed by Command)
- Other Transportation: Receipt showing payment as made

Other Pre-Authorized Expenses (ie, travel):

- Receipts
- DSE Form 960 (endorsed by Command)

**Invoices from Third Party (School, Taxi, Tutor, Etc):**

- Tutor Invoice: ensure dates and length of sessions shown on invoice
- Ensure we have Banking Data for the Third Party (first time Payee)
- We must have current Fee Schedule on File (for new school or early billing)

**Supplemental Education / Special Education:**

- Please ensure contact with Ms. DeFeis or Mr. Bronson prior to submission of documentation

Note: **Forms and additional information are available** on the Non-DoD Schools Program (NDSP) website:

<http://www.eu.dodea.edu/nondod.htm>