

Non-DoD Schools Program (NDSP)

Submission Checklist

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.

| | |
|----------|----------------------|
| 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 SLO or Command)
- DSE Form 920 (endorsed by SLO or 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 (i.e., 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 NDSP has banking data for the third party (first time Payee)
- Current Fee Schedule must be on file (for new school or early billing)

Supplemental Education / Special Education:

- Please ensure contact NDSP Education Branch (ndsp.education@eu.dodea.edu) prior to submission.

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

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