

# EDUCATION ALLOWANCE QUESTIONNAIRE

## INSTRUCTIONS

The information provided in this questionnaire is used to determine the "school at post" education allowance rates. Guidance on reporting is contained in the Department of State Standardized Regulations (DSSR) Section 072. The completed questionnaire should reflect the educational costs of attending the school at post as they pertain to the majority of eligible U.S. Government (USG) civilian employees with school age children.

- Report all costs in the currency used for payment and specify the currency
- Do not include discounts given to parents for enrolling more than one child in the same school
- Sign and date this report to certify completion in accordance with Chapter 270 of the DSSR
- Submit a separate DS-63 report for each school where USG dependents attend

### SUBMITTING REPORT:

- (a) All locations and posts should attach fee statements, catalogs, calendars, transportation invoices, and any other documentation supporting costs to the signed original of this report.
- (b) Department of State posts should submit the signed original of this report directly to the U.S. Department of State, Office of Allowances:

**U.S. Department of State  
Office of Allowances (A/OPR/ALS)  
2401 E Street, NW  
Washington, DC 20522-0103  
Rm. L-314, SA-1**

**Copies of this report may be sent in advance via fax or e-mail**  
**Fax:** 202-261-8707  
**E-mail:** AllowancesO@state.gov

- (c) Non-Department of State locations that are not under the authority of the U.S. Mission should submit the signed original of this report to the Department of State, Office of Allowances, through their parent agency's headquarters.



### EDUCATION ALLOWANCE QUESTIONNAIRE

1.	Post _____								
2.	Country _____								
3.	School Name _____								
4.	<table style="width:100%; border:none;"> <tr> <td style="width:35%;">School Location <i>(Do not use P.O. Boxes)</i></td> <td>Street Address _____</td> </tr> <tr> <td></td> <td>City _____</td> </tr> <tr> <td></td> <td>Province/State _____</td> </tr> <tr> <td></td> <td>Country _____</td> </tr> </table>	School Location <i>(Do not use P.O. Boxes)</i>	Street Address _____		City _____		Province/State _____		Country _____
School Location <i>(Do not use P.O. Boxes)</i>	Street Address _____								
	City _____								
	Province/State _____								
	Country _____								
5.	Type of School: <input type="checkbox"/> Operated by DoD <input type="checkbox"/> Boys Only <input type="checkbox"/> Religious-Affiliated (With Mandatory Religious Instruction) <i>(Check all that apply)</i> <input type="checkbox"/> Coed <input type="checkbox"/> Girls Only								
6.	Language of Instruction _____ <i>(If bilingual, specify the language in which the majority of classes are taught)</i>								
7.	Date Current School Year Begins (mm-dd-yyyy) _____ Date Current School Year Ends (mm-dd-yyyy) _____ Number of School Days _____ <i>Include the school calendar</i>								
8.	Grades Available in the School's Curriculum: <input type="checkbox"/> K-12 or <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 If K-12 is selected above, check half-day or full-day kindergarten program below. <input type="checkbox"/> K (Half-Day Program) or <input type="checkbox"/> K (Full-Day Program) If the age/grade levels of the school are different than those in the U.S. public school system, attach the school's age/grade equivalency chart. Attach the school catalog.								
9.	Report the following information for the current school year by grade(s). Report all costs in the currency used for payment and specify the currency. <ul style="list-style-type: none"> <li>• Cost of basic tuition. Only include costs for required courses.</li> <li>• Cost of books and supplies required by the school, if not included in basic tuition. Include costs such as book rental fees, but do not include items that students in U.S. public schools normally pay for (e.g., pencils, paper, and books for summer/supplemental reading).</li> <li>• Cost of transportation between home and school by the most commonly used method, if not included in basic tuition. Attach the provider's transportation invoices. When privately owned vehicles (POVs) are used for daily school transportation, report the mileage of a one-way trip between the farthest pick-up point and the school.</li> <li>• Most commonly used method of transportation between home and school (e.g., school bus, POVs).</li> </ul>								

Costs for the Current School Year				
Applicable Grade(s)	Basic Tuition	Books and Supplies	Transportation (Mileage for POVs)	Method of Transportation Between Home and School
<b>Example:</b>				
K-3	Yen 1,922,0000	Yen 0 (incl. In tuition)	Yen 315,000	School Bus

10. Report the costs in the currency used for payment and specify the currency for each field trip included in basic tuition for the current school year. Provide a description for each field trip. Include information regarding the location or destination of the field trip.

Field Trips			
Description	Location/Destination	Applicable Grade(s)	Cost
<b>Example:</b>			
Trip to the Tokyo Science Museum	Tokyo, Japan (Local Trip)	5-6	Yen 400

11. Itemize and report all other required fees in the currency used for payment and specify the currency (e.g., building fees, registration fees, matriculation fees, laboratory fees, and/or admission fees, per DSSR 274.12e). Indicate whether the fee is annual or one-time, and if it is refundable or non-refundable. Do not report fees that are included in basic tuition.

Required Fees						
Type	Applicable Grade(s)	Cost	Annual	One-time	Refundable	Non-Refundable
<b>Example:</b>						
Registration Fee	12	Yen 300,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

12. Provide the exchange rate for each currency reported in questions 9, 10, 11.  
 Exchange Rate per U.S. Dollar \_\_\_\_\_  
 Date (mm-dd-yyyy) \_\_\_\_\_

13. Exchange Rate per U.S. Dollar \_\_\_\_\_  
 Comments (Provide comments to support any responses that may need further explanation.)

I certify that this report has been completed in accordance with the Department of State Standardized Regulations (DSSR) and that all fee statements, catalogs, calendars, transportation invoices, and any other documentation supporting costs have been attached.

Name and Title of Approving Officer:		Signature	
Name			
Title			
Agency	Contact Information:	Date (mm-dd-yyyy)	
	Telephone		
	E-mail		

