Guidance on Preparing Education allowance Surveys

Every spring/summer, posts submit their annual education allowance surveys to the Office of Allowances (A/OPR/ALS) in order to establish the “school at post” education allowance rates for the upcoming school year. A/OPR/ALS calculates the school-at-post education rates to cover the cost of tuition, textbooks (when they are not included in tuition costs), daily transportation to and from school (one round trip), and required allowable fees as described in [DSSR Section 277.1](https://aoprals.state.gov/content.asp?content_id=249&menu_id=75).  The Education Allowance rates are based on the aforementioned costs at the least expensive “adequate” school at post as established by the Office of Overseas Schools (A/OPR/OS).  For more information regarding the adequacy of a school, contact A/OPR/OS at [OverseasSchools@state.gov](mailto:OverseasSchools@state.gov).

A/OPR/ALS will make every effort to analyze surveys in time to publish the revised school-at-post education allowance rates before the beginning of the upcoming school year.  However, until the annual review is completed, the rates for the previous school year will remain in effect.  These rates should be sufficient to cover the costs for the first semester of the new school year if it is necessary to process payments before the new rates are published.

# submitting education survey:

The education survey must be submitted via eAllowances. To access e-Allowances please use this link: <http://eallowances.a.state.sbu/Default.aspx?Redirected=true>.

* If you don’t have access to eAllowances, please contact an eAllowances Post Administrator to gain access to the system. For a list of local system administrators that can help you at post, please use the link <http://aoprals.a.state.gov/content.asp?Content_id=208&menu_id=75>

# Completing Your Survey:

To ensure your education allowance submission is complete, please answer all sections of the survey in full.  Describe any unique information in the comment fields in the eAllowances application.  Following are guidelines to assist post in completing the survey:

* Education Allowance Surveys entered into eAllowances can be copied over from year to year, with posts updating and/or adding school information.
* Provide data for every school that is attended by mission children, as well as for the school on which the allowance is based, (also known as the base school) REGARDLESS of whether that school is attended by any children of USG employees.  If post does not know which school is the base school please refer to the Office of Allowances intranet website at [http://aoprals.a.state.gov/content.asp?content\_id=158& menu\_id=81](http://aoprals.a.state.gov/content.asp?content_id=158&%20menu_id=81).
* If the school(s) at your post offer a discount to the USG for paying the full year’s tuition before the beginning of the school year, please let us know in an attachment so that we may process your submission in ample time to take advantage of the discount.

## sCHOOL Fees:

Explain all fees listed on the Fee Schedule, e.g., registration fees, application fees, capital fund fees, and AP or IB exam fees.  Check the applicable box(s) indicating an annual or a one-time fee and whether it is refundable.

## Transportation:

Provide a description of the methods of transportation available to mission children attending the school in addition to cost information as detailed below.

* If the only means of transportation available is by privately owned vehicle (POV), provide the distance, in miles, of a ONE-WAY trip between the farthest pickup point and the school.
* For transportation provided by the school, we will use the rates on the school schedule of fees. Please make sure the school schedule of fees includes the cost and mode of transportation. If it is not listed, get the information from the school and upload it to the survey.
* For transportation provided by an outside vendor, include a copy of the purchase order or contract, paid invoice(s) from the previous school year and information on any projected increase for the upcoming school year.
* For transportation provided by an employee association, include paid invoices from the previous school year and any projected increase for the upcoming school year.

SUPPLEMENTARY FEES:

If the cost of any of these items is included in the tuition fee, please include a breakout of the costs.

1. Lunches: Are lunches included in the tuition? If yes, please provide the cost included in the tuition by grade level.
2. Snacks: Are snacks included in the tuition? If yes, please provide the cost included in the tuition by grade level.
3. Uniforms: Are uniforms included in the tuition? If yes, please provide the cost included in the tuition by grade level.
4. Technology Fee (laptops and tablets): If a cost is included in the tuition, will the student keep the hardware at the end of the school year? If yes, please provide the cost included in the tuition by grade level.
5. Overnight Field Trips: Are overnight field trips included in the tuition? If yes, please provide the cost included in the tuition by grade level.
6. Pupil's Personal Medical/Accident Insurance: Is there a fee for insurance included in the tuition? If yes, please provide the cost included in the tuition by grade level.
7. Yearbooks: Is there a fee for a yearbook included in the tuition? If yes, please provide the cost.
8. Is your school bus transportation provided by the Post Employee Association? If yes, attach the Employee Association bus contract along with the signed 6 FAM 531.5 Subsidization of Cost Centers.
9. Is your school bus transportation provided by a Private Bus Company? If yes, then attach the bus contract(s) or agreements and the invoices for the past and current school years.

## Attachments:

**Do not include Personal Identifiable Information (PII), such as employee/student names, home addresses, date of birth, etc.** [[5 FAM 463](https://famsearch.state.sbu/search/viewer?format=html&query=5+fam+460&links=5,FAM,460,FAM&url=/FAM/05FAM/05FAM0460.html), 2020 (as cited in [OMB M-07-16](https://www.whitehouse.gov/wp-content/uploads/legacy_drupal_files/omb/memoranda/2007/m07-16.pdf), 2007)] Upload the following documentation to your eAllowances education survey under the Attachments tab:

* The published tuition and fee schedule for the upcoming school year.  The fee schedule should include all costs, specified by grade, charged for International Baccalaureate (IB) courses, Advanced Placement (AP) courses, textbooks, required school fees and local transportation to and from school.
* The calendar for the upcoming school year.  The calendar should list the beginning and ending dates for each semester or term.
* A chart or memo explaining age and grade equivalencies if the local grade levels differ from the K-12 system used in U.S. public schools.  NOTE: Kindergarten is defined as the year immediately preceding first grade.  The education allowance can NOT be used to pay for pre-kindergarten or the first year of a two-year kindergarten program.