



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
JAPAN
Unit 5072 APO AP 96328-5072

SOP #17

PACIFIC

August 31, 2005

MEMORANDUM FOR JAPAN DISTRICT SCHOOL ADMINISTRATORS

SUBJECT: Tuition Assistance Program

Each year part of the Staff Development Budget is used to support tuition assistance for Japan District employees. An important change this year limits the applicant to two courses only. For the part of fiscal school year 2005-2006 (Oct. 1- May 15th), the following guidelines will apply:

- Applicant must be a full time permanent US Government employee of DoDDS Japan
- Reimbursement is limited to 50% of the tuition of two approved courses with a maximum reimbursement of \$300 for each completed course.
- Books, instructional materials, lab fees, transportation, and per diem are excluded from the tuition assistance program
- Application must be approved **before the start date** of course. Summer classes normally do not qualify for the DSO tuition assistance program
- Requests must be typed and submitted on DD Form 1556 – (only one copy is required) DD Form 1556 is available on Form Flow and/or a writeable pdf file
- Approval is subject to DSO review and availability of funds

//original signed//
Bruce Derr
Superintendent, Japan

Attachments:
As stated