

Non-DoD Schools Program (NDSP) Enrollment & Withdrawal

Congratulations on your orders to Chinhae or Busan! We are pleased that you are joining our team and want to extend our warmest welcome to you. As you begin your tour with us, we want to clear your anxieties about your children's education. We do not have a DoDEA (Department of Defense Education Activity) school in Chinhae or Busan. Families stationed here utilize the Non-DoD Schools Program (NDSP) which allows families to choose a school for their children, when a DoDEA school is not available. The NDSP does not inspect or certify schools; families are given the opportunity to select the school that works best for the needs of their children. Under the "downloads" section, please click on the Connected Magazine for education resources guide for families in Chinhae. This resource guide features the current education options for children in lieu of a DoDEA school. Below the link to the education resource guide, you will find a link to a map that has the approximate locations to all of the schools that are mentioned in the education resource guide.

To apply for NDSP you must be in receipt of PCS orders. PCS orders cannot be substituted by other documents. Once your NDSP application is approved you can apply for admission to the school of your choosing.

Please note, NDSP policy indicates:

- Approval for the enrollment of an eligible minor dependent of DoD sponsor must be obtained prior to enrolling a child in a Non-DoD School.
- Sponsor MUST obtain approval for tuition and other expenses from DoDEA HQ NDSP office prior to incurring any expense.

Step 1. Gather information about the educational options available and decide which option is best for the family.

Step 2. To begin the enrollment process in NDSP, please visit the NDSP website and complete the online registration process at <https://registration.dodea.edu/NDSP/privacy-act.cfm>. PCS orders are needed to complete the NDSP online registration process. If full names of dependents are not listed on the orders Dependent Entry Approval is also required. NDSP will process the enrollment and send an email notification to the sponsor and SLO finalizing enrollment in NDSP.

Step 3. Upon receipt of the email notification of approval from NDSP, the sponsor may proceed with completing the application to the school identified in the NDSP enrollment.

The NDSP Step-by-Step Registration Checklist (see Downloads section) outlines the process for completing the NDSP registration process.

The NDSP Sponsor Orientation (see Downloads section) is provided so that you may become familiar with the NDSP program and processes.

The NDSP Education Allowance covers the cost of tuition and eligible fees. Please see the attached link to U.S. Department of State Standardized Regulations Rates https://aoprals.state.gov/Web920/location.asp?menu_id=95

Please note that the education allowance is in U.S. dollars and that the published tuition rates for

Korean schools are in Korean won.

Withdrawal Information

When departing a location, please remember to

- a. Notify the school your dependent is attending;
- b. Notify your local NDSP Liaison; and
- c. Notify the NDSP by sending an email with your PCS date and whether a refund from the school will be forthcoming to the NDSP.Administration@hq.dodea.edu mailbox.

Please be aware that schools may charge fees that are not covered by Department of Defense Education Activity (DoDEA), however schools usually offer programs to DoD and other U.S. government employee families to cover these costs. Please contact the schools directly for more information.

For more information on the NDSP and how it will support your child's education needs while stationed overseas, please visit their website at <https://www.dodea.edu/nonDoD/index.cfm> or please contact the School Liaison Officer at 055.540.5381 or korea.slo@fe.navy.mil.