

Employees of the U.S. Department of State and other select government agencies who are living abroad are eligible for tuition reimbursement for their K-8th grade children. To apply for your reimbursement, you should email a copy of your sales receipt with a letter to your post's FMO office (see example below.)

Reimbursements typically take 10-14 business days to be paid from the day you submit it to FMO.

To Whom It May Concern:

I have enrolled my child in a supplemental American history course and would like to be reimbursed, per the DSSR 276.9 Supplementary Instruction section.

It states that "Supplementary instruction may be reimbursed up to the maximum shown in Section 274.12a [\$4,100] in addition to the school at post education allowance for only the following reasons:"

**a. the child's school at post does not provide instruction in academic subjects generally offered by public school in the United States, such as United States history, civics,..."*

I've included a copy of the sales receipt for your review.

Sincerely,

Employee name

Employee section and/or department:

Child: Child's name

Grade: Child's grade