

OVERSEAS SPOUSE EDUCATION ASSISTANCE PROGRAM (OSEAP)

Administered by HQ, Army Emergency Relief (AER)

PROGRAM DESCRIPTION:

1. The Overseas Spouse Education Assistance Program (OSEAP) is a need-based education assistance program designed to provide spouses, residing with active duty Soldier's in Overseas Commands only, with financial assistance in pursuing educational goals. The purpose of the program is to assist spouses in gaining the education required to allow them to qualify for increased occupational opportunities. Spouses who receive free tuition as a result of their employment will not receive tuition assistance from AER. However, they may apply for assistance for fees, supplies or books (no duplicates) for classes in which they are enrolled. "Active Duty" military personnel are not eligible.
2. Spouses must physically reside at overseas residence, and be enrolled, accepted, or pending acceptance as students for the entire Term in post-secondary or vocational institutions under contract at the education office and approved by the U.S. Department of Education. Spouses are not eligible if they are visiting outside the command and take correspondence courses online.
3. OSEAP is NOT an entitlement or automatically approved. SEAP does not apply to second undergraduate or graduate level courses.
4. Attendance under OSEAP need not be full time but must be at institutions approved by the U.S. Department of Education and supported by a contract with the command. Spouses may participate in additional programs as defined in Item 6. GRADUATE SCHOOLS and OFF POST SCHOOLS are not eligible.
5. Financial assistance is awarded up to half the cost of tuition per term based on financial need, as evidenced by income, assets, family size, special financial obligations and circumstances with a \$580 maximum per academic term. The academic year consists of five terms. Funding of additional programs is explained in Item 6. The total of all assistance awarded is counted toward the maximum, \$2900, for the academic year.
6. Only courses that provide academic credit, high school equivalency training or English language proficiency training are eligible. It is the intention of AER that courses and degree or certificate programs be reasonably related to preparing an individual for an occupational goal. The following programs are included in OSEAP in addition to traditional college courses offered at the education centers. The student must apply for assistance before beginning the class or taking the test. These include:
 - a. English as a Second Language (ESL): These courses provide the foreign-born spouse with the ability to better understand English and thereby be better prepared to obtain employment and successfully complete college courses. If approved, the assistance is paid directly to the student upon verification of payment for the exam and successful completion.
 - b. Test of English as a Foreign Language (TOEFL): The TOEFL test is designed for non-native speakers of English who plan to study undergraduate programs at universities and colleges. The computer-based test takes approximately 3 ½ to 4 hours and consists of four sections: Listening Comprehension, Structure, Reading and Writing. Two of these sections, Listening and Comprehension and Structure, are computer adaptive, which means that the questions you are given are based on your skill level. You cannot skip and go back to any questions. The paper-based test takes approximately 3 hours and consists of four sections: Listening, Structure and Written Expression, Reading Comprehension, and the Test of Written English (TWE). Prior to testing, the student needs to know the institution's acceptance policy and passing score requirements. If approved, the assistance is paid directly to the student upon verification of payment for the exam and successful completion.
 - c. General Equivalency Diploma (GED): This program includes courses offered to prepare spouses for the exam. If approved, the assistance is paid directly to the student upon receipt of verification of payment for the exam and successful completion.
 - d. College Level Examination Program (CLEP): CLEP consists of a series of examinations that test college level knowledge gained through classes, personal reading, travel, and intellectual curiosity. Prior to testing, the student needs to know the institution's acceptance policy and passing score requirements. If

approved, the assistance is paid directly to the student upon receipt of verification of payment for the test and successful completion.

- e. **Defense Activities Non-Traditional Education Support (DANTES):** The DANTES program consists of three parts: DANTES Catalog of Nationally Accredited Distance Learning Programs, DANTES External Degree Catalog and DANTES Independent Study Catalog. These catalogs are located on the Web at, <http://www.dantes.doded.mil>. After entering the Web Site click on “Distance Learning Programs”, then “Catalogs”. The schools that we accept are in these catalogs. Spouses may be enrolled in DANTES courses at any time during the academic year. AER will consider assistance for only one course at a time. The spouse must successfully complete the course within six months. Spouses should apply for assistance prior to enrollment. If approved, payment will be made directly to the student upon receipt of verification of payment and enrollment. If the student successfully completes the course within the six-month time limit, subsequent courses will be paid in the same manner. If not, the spouse will be paid upon successful completion of the subsequent course. In either case, the spouse must apply for assistance prior to commencing studies.

ELIGIBILITY:

To be eligible for OSEAP, applicants must be a spouse of Soldier on active duty assigned to an Overseas Command. The spouse must reside with the Soldier in the assigned command. “Active Duty” military personnel are not eligible.

Application and Supporting Documentation:

1. Spouses who wish to participate in OSEAP may obtain an application (AER Form 5) and instructions from their local overseas AER Section; the Schools/Universities; local Education Centers; upon written request to HQ, AER; or by downloading from AER Web Site: www.aerhq.org. ALL new and continuing students must complete a new application for the first Term attended for each academic year. For continued educational assistance thereafter, a renewal form must be completed for each Term. We automatically mail renewal forms to those who have existing assistance. However, if a student does not receive a renewal form and needs one, then they must request one, or go to our Web Site and submit the on-line renewal form. Please inform students to read all Forms carefully before completing. All requested documents are still required with these Forms and must be mailed to this headquarters. All the necessary documents must be postmarked no later than AER’s postmark deadline date for each Term.
2. The application and supporting documentation should be submitted postmarked no later than the Term deadline as listed below. The applicant is responsible for meeting all Term deadlines. Incomplete and/or late applications/documents WILL NOT be considered. No extensions will be given. The supporting documentation is as follows:
 - a. Transcript(s)/grades (minimum acceptable post secondary level grades – CUM GPA of 2.0 on a 4.0 grading scale)

If this is the first application to AER for assistance and,

(1) The student will be a first time (never attended college) freshman student – transcript is not required.

OR

(2) The student is currently in a post secondary school or has taken undergraduate courses previously, send an official transcript of all post secondary grades to include the most recent semester or quarter completed to HQ, AER verifying cumulative GPA (anything else will not be accepted).

If this is a subsequent application send report of grades that have not been previously provided to AER.

- b. L.E.S. – Send a legible photocopy of the Soldier’s LES dated no more than two months prior to the deadline month, (i.e. deadline August, send June or July LES). LES must verify period covered, name, SSN #, grade, years of service, ETS date and branch of service for the Soldier. *PLEASE NOTE: If the student is working attach a copy of her/his LES with Soldier’s LES.*
- c. Orders – Provide the appropriate military PCS Orders (not Travel Orders). Send copies of the documents, not originals.

- (1) **Active Duty** – Soldier’s most recent PCS Orders with assignment to eligible command. Travel Orders are not acceptable.
 - (2) **AGR** – Most recent Assignment Orders. Active Duty Orders and Enlistment Contract must include ETS and period of active duty through entire academic year and assignment to eligible command.
- PLEASE NOTE:** A copy of student’s Discharge Orders/DD214 is needed (along with Soldier’s PCS Orders) if previously in the USA, USN, USAF, USMC, RES OR GRD.

- d. **Privacy Statement** – The privacy statement (Part G of the AER Form 5) must be signed and dated by both the spouse and the Soldier. If special circumstances preclude the Soldier’s signature, inform us in detail so those circumstances can be considered. If the spouse is signing for the Soldier (they must sign Soldier’s name, by POA), include a copy of the General Power of Attorney. Without the signatures, the application is not complete.
- e. **Special Circumstances** – If a spouse has special circumstances that she/he wishes AER to consider, include an explanation in “Remarks” of the AER Form 5 or send an additional letter with their application. Should special circumstances occur after the application is forwarded, provide a subsequent letter to AER HQ.

TERM DEADLINES:

Deadline for each Term application, renewal form and/or supporting documents to AER for AY 2008-2009:

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|--------|---|--------------------|
| Term 1 | = | July 21, 2008 |
| Term 2 | = | September 29, 2008 |
| Term 3 | = | December 22, 2008 |
| Term 4 | = | March 2, 2009 |
| Term 5 | = | May 11, 2009 |

WHAT TO SEND?

A COMPLETE APPLICATION INCLUDES:

- 1) AER Overseas Spouse Education Assistance Program Application, 2008-2009 Academic Year (AY) (AER Form 5).
- 2) Privacy Statement signed by Spouse and Soldier. (If Spouse is signing for Soldier, sign Soldier’s name, by POA, and attach a copy of the General Power of Attorney.
- 3) Transcript(s) of all grades verifying CUM GPA of at least a 2.0 on a 4.0 grading scale.
- 4) Copy of Soldier’s L.E.S. dated no more than two months prior to the deadline month. (i.e. deadline August, send June or July L.E.S.) L.E.S. must verify period covered (month), name, SSN #, grade, years of service, ETS date and branch of service for the Soldier.
- 5) PSC Orders (not Travel Orders) assigning Soldier to command.
- 6) A copy of the student’s Discharge Orders/DD214 if previously in the USA, USN, USAF, USMC, RES or GRD.

Mail completed Overseas Education Assistance Application with required enclosures to HQ, AER. For Acknowledgment that AER has received your Application or subsequent correspondence, enclose a stamped, self-addressed postcard. We will date and return it. This is the only way we can acknowledge receipt. Note, return receipt to the student of the stamped dated postcard does not necessarily mean that your Application was complete.

Headquarters, Army Emergency Relief
Overseas Spouse Education Assistance Program
200 Stovall St., Rm 5N13
Alexandria, VA 22332-0600

PLEASE NOTE:

HQ, AER assumes no responsibility for applications or supporting documentation not received by this office OR not received in a timely manner. We do not assume responsibility for items mailed to this address with insufficient postage and subsequently returned to the applicant by the postal service. All correspondence to the student will be sent to the address listed on the application until a change is received in writing to the contrary. We assume no responsibility for letters from HQ, AER not delivered to the applicant. All changes to information furnished to HQ, AER must be submitted in writing. **NO EXCEPTIONS TO ANYTHING POSTMARKED AFTER THE DEADLINE DATE.**