



HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237  
APO AP 96205-5237

REPLY TO  
ATTENTION OF:

FKCP

2 MAR 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reimbursement of School Expenses in 2010 for Korean National Employees' Dependent Students

1. References:

a. Memorandum, FKCP-SES, 20 February 2009, subject: Reimbursement of School Expenses in 2009 for Korean National Employees.

b. USFK Regulation 690-1, Civilian Personnel Regulations and Procedures – Korean Nationals, dated 6 January 2009.

2. Reimbursement of school expenses in 2010 school year for middle school and high school dependent students will be provided as follows:

a. The maximum amounts payable for school expenses for middle school students and for high school students remain as 1,350,000 won and 3,035,000 won per year. There are no quarterly limits on the amounts to be paid.

b. Request for reimbursement of all school expenses will be submitted to the servicing Civilian Personnel Office in March, June, September, and December.

3. Reimbursement of school expenses in 2010 school year for undergraduate college dependent students will be provided as follows:

a. The maximum amount payable for school expenses for undergraduate college dependent students remains as 6,880,000 won per year. Up to fifty percent of the maximum annual amount, i.e., 3,440,000 won, may be authorized for the first semester. If the dependent students enroll in college during both the first and the second semesters of 2010, the employee is authorized tuition assistance for the second semester only up to the remainder of the maximum annual amount.

b. Total tuition assistance allowed is limited to four years of accumulative undergraduate studies for students at age 28 or below. When employees prepare USFK Form 23EK (Request for Reimbursement of Tuition Expense Payment) for a college student, they must indicate in the "REMARKS" section of column "e. DEPENDENT CHILDREN ATTENDING SCHOOL." the accumulated number of

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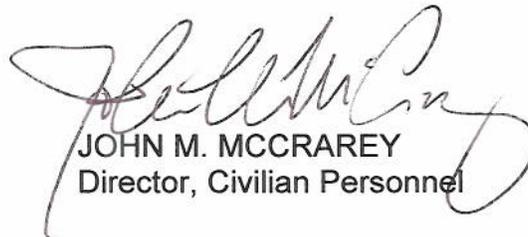
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semesters, including the current semester, they have requested for college tuition assistance for the student. Servicing CPAC/HRO/CPF will validate employees' indication with existing records.

4. Allowable school expenses for eligible employees are authorized up to a maximum of two students in middle school, high school, and undergraduate college IAW Paragraph 8-19 of reference 1b above.

5. The tuition assistance for eligible dependent middle school, high school, and college students abroad is the amount applicable to in-country students. For students studying in a foreign country, the quarterly or semester limits will apply IAW Paragraph 8-19a(5) of reference 1b above.

6. The point of contact at this office is Ms. Yi, Tok-hui at 724-4111, or, e-mail: tok.hui.yi@korea.army.mil.



JOHN M. MCCRAREY  
Director, Civilian Personnel

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