

Defense Language Institute-Washington Office
Request form for Language Training for Spouses

General Information

Spouse's Name:		Training Start/End date:	
Spouse's Email Address:		Spouse's Phone Number:	
Sponsor's Name:		Rank:	
Student Status:	<input type="checkbox"/> Defense Attaché System (DAS)/DIA <input type="checkbox"/> Other (Specify)	Service Branch:	<input type="checkbox"/> USA <input type="checkbox"/> USAF <input type="checkbox"/> USN <input type="checkbox"/> USMC <input type="checkbox"/> USCG
Language of training:		Training Start/End date:	
Sponsor's Email Address:		Sponsor's Phone Number:	

Scheduling Request

Type of language training requested :	<input type="checkbox"/> Full-time (30 hours) with sponsor <input type="checkbox"/> Full-time (30 hours) separate class (DAS only) <input type="checkbox"/> Part-time, min 15 hours/week, max 25 hours (DAS only)
Spouse's foreign language proficiency or previous training, if any (include language proficiency scores and date). All non-DAS must provide DLAB score.	
Scheduling restrictions: (Training takes place 0700-1800 Monday-Friday; scheduling restrictions reduce the chances we will be able to accommodate this request.)	
Sponsor's foreign language proficiency or previous training, if any (include language proficiency scores and date):	

Statement of Understanding

1. This request must be submitted at least 30 days in advance of the sponsor's start date. This is only a request for language training. DLI-Washington cannot guarantee that a contract language school will be able to accommodate training for spouses.
2. Training must be conducted under the contract terms applicable to the DLI-W Contract Foreign Language Training Program.
3. Part-time training and all training (whether full or part-time) separate from the sponsor is available only for DAS.
4. Full-time training is 30 hours of class per week; students are at the schoolhouse for a minimum of 6.5-7 hours each day. Part-time training, when authorized, requires a minimum of 15 hours per week.
5. All students, including spouses, are assigned language proficiency objectives and complete end-of-course testing in accordance with DLI-Washington policy.
6. Full- or part-time status cannot be changed after this request is submitted.
7. DLI-Washington training takes place Monday-Friday, 0700-1800 on the contract schools' premises. Skype or other distance learning is only authorized on an exception basis for short-term needs such as temporary injury.
8. DLI-Washington cannot arrange for training at specific schools based on student's commute or personal preferences. Schools are located in Rosslyn (Arlington)—3 schools; Ballston (Arlington)—1 school; and downtown Washington, DC (1 school). All are Metro accessible.
9. Missing class, whether a timely cancel or not, may be grounds for DLI-Washington to cancel spouse training. Specifically, missing more than 10% of scheduled classes may result in disenrollment.
10. In-processing is conducted most Thursdays at 1000 in the DLI-Washington office; all students, including spouses, must in-process prior to class start. Please allow up to two hours for these activities.
11. All spouses are required to take the DLPT and OPI upon completion of training.

FORM CONTINUES ON REVERSE

Additional information

1. DLI-Washington will contract training based on information on this form.
2. If this form is not returned 30 days in advance of the sponsor’s training start date, spouses will not be considered for training.
3. Submit signed forms to: usarmy.belvoir.tradoc.mbx.dli-w-training@mail.mil

Spouse Signature

Date

Sponsor Signature

Date