

FORM # 9HSE- EDUCATION INSTRUCTION AT HOME ADMISSIBLE EXPENSE

SN	RANK	NAME
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	National Défense Defence nationale	GENERAL ALLOWANCE CLAIM	VOUCHER NO –
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NOTE: THE USE OF THIS FORM IS RESTRICTED TO ONE KIND OF ALLOWANCE PER SHEET AND IS NOT TO BE USED FOR ALLOWANCES FOR WHICH FORMS HAVE ALREADY BEEN PROVIDED	BATCH NO –
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FORM # 9HSE – EDUCATION INSTRUCTION AT HOME ADMISSIBLE EXPENSE *EFFECTIVE 01 AUGUST 2010*

UIC/UNIT: SY 1 SEPTEMBER TO 31 AUGUST

EMAIL: COS DATE: TED DATE:

STUDENT NAME: DATE OF BIRTH (dd/mm/yyyy):

REFERENCES: [FSD 34.02\(b\)](#), [How To Book – Part III](#)

Benefit

1. Outside Canada, an education allowance for home schooling admissible expenses may be authorized up to the post ceiling, or, where a post ceiling has not been established, the Ontario non-resident school fee, where:

member notifies the Outside Canada Support Unit Approving Authority of intent to home school in writing using Form 9HSI – Intent to Home School; and

home schooling is done in accordance with a Provincial Home Schooling Program; and

an “education plan” is provided to Outside Canada Support Unit Approving Authority

Entitlement

2. Admissible items may be found at Part I – Administration

Note: NOT admissible school supplies would be items such as: binders, duo-tangs, coloured pencils, pencil cases, markers and geometry sets. Purchase or rental of computer equipment or services would be a non-admissible expense.

Certification by the member

Canadian Provincial home school program being followed:

an “education plan” is provided to Outside Canada Support Unit Approving Authority

I accept this Education Allowance on the condition that I may be required to present proof that instruction at home has taken place in the event of an audit. Such documentation should be kept for a period of 7 years to satisfy audit requirements.

ADMISSIBLE ITEMS AND AMOUNT BEING REQUESTED

I request Education Allowance in the amount of _____

Instructions to complete schooling at the Post Form read and Allowance parameters understood.

Member’s signature: _____ Date: _____

Outside Canada Approving Authority Office use only.

Verified by Education Clerk that allowance as requested is within entitlement

Applicable article in the Outside Canada Education of Children “How To” Book

Education plan is on file.

Only admissible expenses listed at FSD 34 are being recommended for approval. **DEM Case #:** _____

Verified and Recommended by Approving Authority: _____ **Date:** _____

Upon approval from NDHQ, Outside Canada Support Unit is to provide the member with an authorized copy of this allowance.

NDHQ Approval and Certified pursuant to Section 34 of the FAA Block

TOTAL EDUCATION ALLOWANCE AUTHORIZED IN LOCAL CURRENCY:

Only admissible expenses listed at FSD 34 are being approved.

NDHQ Authority Signature: _____ Date: _____

Financial Coding: GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B0951

Civilian Personnel Financial Coding: Contact DGCB/DEM

MSGU Financial Coding: CC: 2300AQ Fund: C117 GL 1211 IO:

(For FMAS Purposes, the text description line must show: Unit UIC, last three digits of SN and member's last name)

Received amount of: _____ Currency: _____ Exchange Rate used: _____ CHEQUE NO.: _____

Claimant’s Signature : _____ Date: _____ Cashier’s Initials: _____