

FORM # 10ENG –EDUCATION ALLOWANCE - ENGLISH LESSONS WHEN ENGLISH, AS A SUBJECT, IS NOT PROVIDED AT THE SCHOOL THE STUDENT IS ATTENDING OR THE STUDENT IS ABOVE OR BELOW THE CLASS LEVEL

SN:	RANK:	NAME:
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 National Defence / Défense nationale	GENERAL ALLOWANCE CLAIM	VOUCHER NO –
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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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 34.01 , How To Book – Part IV Annex B		

Name/address/telephone number of School attending:	SCHOOL GRADE:
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Benefit
 1. Applicable from Kindergarten to Grade 12. Fifty hours of English Lessons in a one-on-one setting when English, as a subject, is not provided at the school the student is attending or the student is above or below the class level. The tutor must follow the program taken from "Ontario's -The Common Curriculum: Provincial Standard, Language". Curriculum document available from Ontario Ministry of Education Web site www.edu.gov.on.ca

Entitlement
 2. Hourly rate to provide 50 hours of instruction. Education Allowance for Language Tutoring as per the DEM Web: www.cmp-cpm.forces.gc.ca/dem-epcg click on Part XIV - Education Post Ceiling Guidelines.

Certification by the member (Obtain Tutor rate from Part XIV - Education Post Ceiling Guidelines)

3. Student is enrolled in a French Language of Instruction School Yes No. (If yes, letter not required from school)
4. Subject of English is taught / is not taught as part of school curriculum.
5. Tutor's name/address/telephone number:

If Tutor has not been used in the past, the new Tutor is to complete Form 10APP – Application Form for Language Tutor for Dependent Children of Canadian Forces Outside Canada (Part IV refers)

Tutoring takes place at Student's home or Tutor's home.

6. English Resource List found on DEM Web Site www.cmp-cpm.forces.gc.ca/dem-epcg Part IV – Language Tutoring has been provided to the tutor.
7. I accept this Education Allowance for English Tutoring on condition that I may be required to present proof that this Tutoring has taken place in the event of an audit. Such documentation should be kept for a period of 7 years to satisfy audit requirements. I request an Education Allowance for _____hours of English tutoring at per hour.

Instruction to Complete Language Programs - Schooling at the Post Form read and Allowance parameters understood.

[Instructions to Complete Language Programs - Schooling at the Post Forms](#)

Member's Signature:	Date:
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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

Tutor approval message from NDHQ

Outside Canada Support Unit Approving Authority Approval and Certified pursuant to Section 34 of the FAA Block

MAXIMUM EDUCATION ALLOWANCE FOR LANGUAGE TUTORING FOUND IN UIC/UNIT POST CEILING GUIDELINE:

EDUCATION ALLOWANCE FOR HOURS OF ENGLISH TUTORING (LOCAL CURRENCY)

IS APPROVED.

Only admissible expenses listed at FSD 34 are being approved.

Approving Authority Signature:

Date:

Approving Authority is to provide the member with an authorized copy of this allowance.

Financial Coding: GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B3205

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