

FORM # 12 - EDUCATION ALLOWANCE –FIRST YEAR ATTENDING A SCHOOL AT THE POST - TUTORING IN SUBJECTS AS RECOMMENDED BY THE SCHOOL PRINCIPAL

SN:	RANK:	NAME:
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	National Defence	Défense 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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EFFECTIVE 01 AUGUST 2010

UIC/UNIT:	COS:	TED:
E-MAIL:		
STUDENT NAME:		DATE OF BIRTH (dd/mm/yyyy):
REFERENCES: FSD 34.01(7)d , How To Book – Part 3		

Name/address/telephone number of School attending:	SCHOOL GRADE
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Benefit
 1. Tutoring may be applicable in first year of attendance at a new school outside Canada.

Entitlement
 2. First year of attending a School at the Post - Education Allowance for Tutoring in the following subject(s):

Certification by the member
 3. Letter from school principal outlining the following four points:
 the need for a tutor;
 the subjects for which tutoring is required;
 that such tutoring is not provided by the school being attended; and
 the estimated number of hours that tutoring will be required.

4. Qualification of tutor, tutor charge per hour and name/address/phone number of tutor:

5. I accept this Education Allowance for 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 requirement.

School attended in Canada last year and location: _____ Grade Level: _____

I request an education allowance for tutoring for _____ hours of tutoring at a rate of _____ per hour (local currency) as recommended by the school principal.

Instructions to Complete Tutoring First Year at the Post Form read and Allowance parameters understood.

[Instructions to Complete Tutoring First Year at the Post Form](#)

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

Only admissible expenses listed in FSD 34 are being recommended for approved.

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 **DEM Case #:**

EDUCATION ALLOWANCE FOR HOURS OF TUTORING AT A RATE OF PER HOUR (LOCAL CURRENCY)

TOTAL EDUCATION ALLOWANCE FOR TUTORING: \$ IN LOCAL CURRENCY IS APPROVED.

- Only admissible expenses listed at FSD 34 are being approved.

NDHQ Authority Signature: Date:

Member advised on date: by:

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

Financial Coding: GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B3208

- 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: