

**FORM # 13DIS – EDUCATION ALLOWANCE – DISTANCE EDUCATION/SUPPLEMENTARY COURSES OR PROGRAMS**

<b>SN:</b>	<b>RANK:</b>	<b>NAME:</b>
------------	--------------	--------------

	National Defence	Défense nationale	<b>GENERAL ALLOWANCE CLAIM</b>	VOUCHER NO –
--	---------------------	----------------------	--------------------------------	--------------

<b>NOTE:</b> 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 –
--	------------

**FORM # 13DIS – EDUCATION ALLOWANCE – DISTANCE EDUCATION/SUPPLEMENTARY COURSES OR PROGRAMS**  
*EFFECTIVE 01 AUGUST 2010*

RESEARCH WEB SITE: DEM Web [www.cmp-cpm.forces.gc.ca/dem-epcg/index-eng.asp](http://www.cmp-cpm.forces.gc.ca/dem-epcg/index-eng.asp) Part II – Education Allowances;  
 Web sites for Canadian Education: <http://www.oise.utoronto.ca/oise>  
 Avon Maitland Distance Education Centre: [www.amdec.ca](http://www.amdec.ca)  
 Independent Learning Centre: [www.ilc.org/index-main.php](http://www.ilc.org/index-main.php)  
 Alberta Distance Learning Centre (ADLC) : [www.adlc.ca](http://www.adlc.ca)

UIC/UNIT:	SY 1 SEPTEMBER:	TO 31 AUGUST:
EMAIL:	COS DATE:	TED DATE:
STUDENT NAME:	DATE OF BIRTH (dd/mm/yyyy):	
REFERENCES: <a href="#">FSD 34.02</a> , <a href="#">How To Book – Part 3</a>		

<b>Name/address/telephone number of School attending:</b>	<b>SCHOOL GRADE</b>
---	---------------------

**Benefit**

1. Education Allowance for fees expenses and charges for supplementary courses or programs, or where a structure course or program is not available, private tutoring, undertaken after notification of posting at the old place of duty prior to relocation or at the new place of duty following relocation.
2. Courses or programs must be recommended by a competent educational authority in order to meet a requirement for a compulsory course and/or to enable the student to meet appropriate grade level at the school at the new place of duty.
3. Such expenses will only be authorized where the academic deficiency is attributable to foreign service and is not due to the fault or choice of the student and/or member.
4. Distance Education courses in subjects not provided by the school attended for the student but required by a Canadian Provincial education system for secondary graduation.

**Entitlement - As member is responsible for fees paid on his/her behalf, all withdrawals from courses must be substantiated**

5. Education Allowance for supplementary courses or programs in the following subject(s):

Course will be taken from:	Independent Learning Centre	Avon Maitland Distance Education Centre
	English Course:	Alberta Distance Learning Centre *

\* If attending Alberta Distance Learning Centre, Did student attend school in Alberta prior to departing Canada?  
 Yes                      No

COURSE START DATE:	COURSE END DATE:
--------------------	------------------

**Certification by the member**

6. I request Education Allowance for supplementary courses or programs in the amount of \_\_\_\_\_ and I accept this Education Allowance for Distance Education supplementary courses on condition that I may be required to present proof that this supplementary courses or programs has taken place in the event of an audit. Such documentation should be kept for a period of 7 years to satisfy audit requirements.

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

Member's signature:	Date:
---------------------	-------

**FORM # 13DIS – EDUCATION ALLOWANCE – DISTANCE EDUCATION/SUPPLEMENTARY COURSES OR PROGRAMS**

<b>SN:</b>	<b>RANK:</b>	<b>NAME:</b>
------------	--------------	--------------

**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  
Enclosed fee schedule from school.

Only admissible expenses listed at FSD 34 are being recommended for approval.

Verified and recommended by Approving Authority:

Date:

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

**DEM Case #:**

Education Allowance for Distance Education/Supplementary Course

is approved.

Only admissible expenses listed at FSD 34 are being approved.

**NDHQ Authority Approval:**

**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: GRC0000B0952**

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
----------------------	------	--------------------