

OUTSIDE CANADA EDUCATION OF CHILDREN “HOW TO” BOOK

PART XII - INSTRUCTIONS FOR STUDENTS ATTENDING CANADIAN CURRICULUM SCHOOLS IN CONTINENTAL EUROPE, THE UNITED KINGDOM, TURKEY AND THE MIDDLE EAST

This Part is effective 01 July 2009

Questions related to this Administrative Instruction are to be forwarded via Email to: [Dependent Education Management](#).

POST CEILING WEB SITES:

[AFRICA](#)
[ASIA](#)
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[EUROPE](#)
[MIDDLE EAST](#)
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INDEX

SECTION 1: SECONDARY SCHOOLING AWAY FROM POST BUT NOT IN CANADA

- *University Planning*
- *General Information*
- *Canadian Curriculum School in Europe – Student Visa*
- *Canadian College Italy Sundry Items Account*
- *Neuchâtel Sundry Items Account*

SECTION 2: EDUCATION AND TRAVEL ALLOWANCES

- *Support Unit in Europe / United Kingdom/Ottawa*
- *Student Withdraws prior to completing School Year*
- *Education Allowance*
- *Education Travel*
- *Shipment of Personal Effects*
- *Storage of Personal Effects between Consecutive School Years*

SECTION 3: FAMILY REUNION TRAVEL

SECTION 4: GENERAL INFORMATION – PARENTS RESPONSIBILITIES

SECTION 5: EDUCATION ALLOWANCE – PAYMENT TO SCHOOL

SECTION 6: LONG DISTANCE TELEPHONE CALLS

Read this Part in conjunction with the following:

[Screening – Posting Outside Canada](#)

[CBI Chapter 10, Section 12 - Education and Related Care of Dependent Children](#)

[FSD 30 - Post Transportation and Related Expenses](#)

[FSD 34 - Education Allowances](#)

[FSD 35 - Education Travel](#)

[FSD 51 - Family Reunion](#)

[FSD 70 - Reporting Requirements and Verification of Allowances](#)

RESEARCH WEB SITES:

Ontario Ministry of Education www.edu.gov.on/
Review: “Program and Diploma Requirements”; “Common Course Codes”; “Choices into Action”; “Individual Education Plans “
Provincial Secondary School Literacy Test: www.eqao.com
Dependent Education Management Web Site: www.cmp-cpm.forces.gc.ca/dem-epcg
Federation des CEGEPS: www.fedecegeps.qc.ca
Association of Universities and Colleges of Canada: www.accc.ca for colleges and www.aucc.ca for universities.
Canadian Association of Independent Schools: www.cais.ca
Our Kid Go To School: www.ourkids.net
The Canadian Educational Standards Institute: www.cesi.edu
The Conference of Independent Schools (Ontario): www.cis.edu.on.ca

SECTION 1: SECONDARY SCHOOLING AWAY FROM POST BUT NOT IN CANADA

1.1 An education allowance may be provided for a dependent student to attend a Canadian Curriculum school nearest to the Post, which is inspected by the Ontario Ministry of Education and Training, away from post but not in Canada, for members posted outside North and South America.

1.2 This part outlines the procedures to be followed when students of members posted to Continental Europe, the United Kingdom, Turkey and the Middle East and who wish to or are attending Canadian College Italy (Lanciano, Italy) or Neuchâtel Junior College (Neuchâtel, Switzerland).

1.3 The first step is to complete Form 14CASE – Canadian Curriculum school – Residential school outside Canada.

1.4 On the Internet view Document “Ontario Secondary Schools, Grade 9-12 “Program and Diploma Requirements from on [Ontario Ministry of Education Web Site www.edu.gov.on.ca](http://www.edu.gov.on.ca)

1.5 Ontario Private School Overseas – High School Diploma Requirements - The Ontario high school program is based on a credit system. Students must earn a total of 30 Credits (one for every 110-hour course successfully completed) to obtain a high school diploma. Eighteen of the credits are compulsory, earned in a specified number of courses from a list of subjects that every student must take. The remaining 12 credits are optional, earned in a course that the student may select from the full range of courses offered by the school.

PLUS

- Community Involvement Activities – Check with the Principal as to number of hours required.
- The Provincial Secondary School Literacy Test – must successfully complete the provincial secondary school literacy test in order to earn a secondary diploma.

1.6 If you are entering the Ontario Education system from a non-inspected private school or from schools outside Ontario check with the school being guided by Appendix 8 – Equivalent Diploma Requirements found in referenced document.

1.7 Where students who do not have Ontario credits are transferring from a non-inspected private school or a school outside Ontario to an Ontario private secondary school, the principal of the receiving school will, in the process of deciding where the student should be placed, determine as equitably as possible the total credit equivalency of the student’s previous learning, and the number of compulsory and optional credits still to be earned. Students will have to successfully complete the provincial secondary school literacy test. Principals will determine the number of hours of community involvement activities that the student will have to complete. The principal should note the results of his or her assessment and deliberations in the student’s Ontario Student Record (OSR). Principals will use the following table and the list of diploma requirements as a guide to determine:

- (a) the total credit equivalency of the student’s background for placement purposes;
- (b) the number of credits, including compulsory credits, that the student must earn to qualify for the Ontario Secondary School Diploma (OSSD) under the Program and Diploma Requirements, 1999 of Ontario Secondary Schools (OSS).

1.8 Requirements of the OSSD under OSS:

	Situation in which the student has normally completed:				
	Grade 8	Grade 9	Grade 10	Grade 11	More than Grade 11
Number of years successfully completed in a secondary school program	0	1	2	3	More than 3
Minimum number of credits still to be earned towards the OSSD	30	22	14	7	4
Number of compulsory credits to be earned and the requirements to be met:					
English	4	3	2	1	1¹
Mathematics	3	2	1	0	0
Science or technological education (Grades 9-12)²	3	2	1	0	0
Literacy Test	Required	Required	Required	Required	Required
Community involvement*	40 hours	40 hours	*	*	*
1. The compulsory English credit for Grade 12 is required if its equivalent has not already been earned.					
2. Two science credits are required, as is one additional credit in Grade 11 or 12 science or in Grade 9, 10, 11, or 12 technological education.					
* The Principal will determine the number of hours of community involvement required					

1.9 In addition to the requirements listed above, principals will ensure that the following requirements are met:

- (a) a student has no previous Ontario credits but who has successfully completed more than three years of secondary school is required to earn a minimum of four credits in Grade 11 or Grade 12 courses before being recommended for the OSSD under OSS.
- (b) a student who has successfully completed more than three years of secondary school education, has previously earned at least three Ontario credits, and has returned to the Ontario educational system may qualify for the OSSD under OSS by completing a minimum of one Grade 11 or Grade 12 credit.

University Planning

1.10 Members posted outside Canada who have children preparing for university and planning on enrolling in a school outside Canada are advised to communicate with the Canadian university of choice in advance so they may ensure that the courses selected will be acceptable to the Canadian university.

Click here for the [Association of Universities and Colleges of Canada](#) for information on post secondary education in Canada.

General Information

1.11 Member is responsible to ensure that the intent of the allowance received is met.

1.12 Parents/Students are responsible to ensure school selected offers a full selection of courses, which meets the student's education goal.

1.13 Education allowances cease at the end of the semester in which the number of provincial credits is acquired to obtain Secondary School Graduation.

1.14 While education benefits are very generous, history tells us that parents with students attending Residential schools inside/outside Canada should be prepared to paid out-of-pocket non-reimbursable expenses in the neighbourhood of \$3,000.00 to \$5,000.00 per student. .

Canadian Curriculum School in Europe – Student Visa

1.15 Attendance at a Canadian curriculum school outside Canada is a parent/student choice. Costs associated with visas or other documentation required for attendance at these schools is a parent/student responsibility. There are no provisions to provide an allowance to cover such costs at public expense. Such costs would not apply to a student attending a residential school in Canada.

Canadian College Italy Sundry Items Account

1.16 This is an OPTIONAL method of payment. Parents can place \$850.00 into a “Sundry Account” with the school or they can be invoiced as the expenditure occurs. The Sundry Account fund covers the following expenditures by the student:

- Registration of visas with town authorities
NOTE: This is not an admissible education expense
- Shuttle trips to and from the airport. Cost is associated with delivery/pick up of a student at Rome Airport. The amount, which is \$50.00 Cdn funds, may be claimed when:
 - Education Travel by air is authorized; and/or

- Family Reunion Travel by air is authorized.
- Additional non-scheduled field trips
NOTE: This is not an admissible education expense as these trips are OPTIONAL
- Art/Laboratory supplies. If applicable, these supplies may be admissible education expenses up to \$50.00 Cdn Funds. This charge does not apply to all students. Submit Form 26 along with a copy of invoice to the applicable support unit education clerk for processing.
- University application fees
NOTE: This is not an admissible education expense
- Yearbooks, photos, school supplies, etc.
NOTE: These are not admissible education expenses

Neuchâtel Sundry Items Account

1.17 This is an OPTIONAL method of payment. Parents can place 1500.00 Swiss Francs into a “Sundry Account” with the school or they can be invoiced as the expenditure occurs. The sundry account allows students to purchase miscellaneous items such as textbooks and school supplies from the college.

SECTION 2: EDUCATION AND TRAVEL ALLOWANCES

2.1 Member to be aware of all entitled allowances and intent of allowances prior to students attending Canadian College Italy (Lanciano, Italy) or Neuchâtel Junior College (Neuchâtel, Switzerland).

2.2 Member’s must be aware of taxation responsibilities associated with submission of allowance/travel, forms and supporting documentation.

2.3 Provisions within the administrative procedures have been modified to provide members with non-accountable allowances instead of reimbursing actual expenses incurred. CBI Chapter 10, Section 12 and CBI Chapter 12, Section 2 provide the authority for benefits, while the administrative manual found on our WEB Site under “Education Outside Canada Allowances” provides the administration procedures, which keep the allowance non-taxable. Necessary Forms for Education Allowance benefits can be found on our WEB Site under “Education Outside Canada Allowances- Applications”

Support Unit in Europe / United Kingdom/Ottawa

2.4 Outside Canada Support Units:

- CFSU (E)//Dependent Education Support Centre – Europe (Dep Ed Sp C –E)
Phone 011-49-2451-717212 or FAX 011-49-2451-717251
- CFSU (E) Detachment United Kingdom/Education Clerk
Phone 011-1895-613-034 or Fax 011-44-1895-613-046
- CFSU(Ottawa)//Foreign Service Section
Phone (613) 996-9397 or FAX (613) 995-1273

Student Withdraws Prior to Completing School Year

2.5 A member in receipt of an education allowance is responsible to contact the Outside Canada

Support Unit Approving Authority immediately when a dependent student terminates schooling during the academic year for which an education allowance has been paid. The member is responsible for writing a registered letter to the school in which the allowance has been paid and seeking a refunded from the school. Any amount which may be refunded by the school under such circumstances must be made payable to the Receiver General of Canada. When it is deemed that a student has ceased attendance at a school for which an education allowance has been provided for other than academic reasons, prorating of such education allowance may be so ordered. Where prorating is determined to be the appropriate method of re-computation, a rate prorated by the month must be made payable to the Receiver General of Canada

Education Allowance

2.6 Treasury Board sets a maximum allowance for private school each year and any costs that exceed this amount would be the student/parent responsibility.

2.7 The following items are considered admissible for **Canadian College Italy**:

- Tuition & Board (includes 4 excursions)
- Application Fee;
- Laundry and Textbooks
- **Items not included by CCI and not eligible for reimbursement by DND would be:** Uniforms (including alterations); Any optional trip (e.g. London, Paris, Sicily); Private lessons (horseback, riding, music, voice, dance and tennis); extracurricular activities (skiing); school supplies (including art supplies); Medical fees (including prescriptions and laboratory tests); University application fees; Personal courier costs and custom charges on all incoming packages; any possible damage room fee.
- **Payment** - When received from CCI, the member is to submit a copy of CCI invoice to the Outside Canada Support Unit for payment. The Outside Canada Support Unit will reimburse the maximum allowance authorized by Treasury Board for the school year to CCI in two instalments; one on 1 April or when student enrolls and the second when confirmation is received from the Member that the student will return to CCI for the second semester. Member is responsible for advising the Outside Canada Support Unit of intention to return to CCI no later than 15 October of the applicable school year. Member is also responsible for ensuring that CCI provides the necessary courses for Secondary School Graduation as well as any additional funding requested by CCI

2.8 Fees at **Neuchâtel Junior College** would include:

- tuition and room and board,
- international guest speaker series,
- university/career seminars,
- banquet at Mardi Gras,
Graduation, residence permits,
- accident insurance and local transportation pass.
- These fees will only be reimbursed up to the Treasury Board authorized rate for the applicable school year.

2.9 Fees at **Neuchâtel Junior College do not include:**

- Airfare, school trips, personal travel, pocket money, baggage shipment, medical insurance, school supplies, books, sundry expenses.

2.10 Compulsory Neuchâtel Junior College Orientation trip at start of school year may be considered for reimbursement by DND, providing such costs are within the Maximum Treasury Board Residential School rate, which includes tuition. (Approximate cost which is \$1500 Canadian Dollars).

2.11 **Education Travel** – is one-way travel from the Post to the School on enrolment and from the School to Post on graduation or when the student ceases attendance at the school.

Education Travel to a Canadian Curriculum School in Europe

2.12 Education travel is one-way travel from the Post to the School and applies to the enrolling year, and on cessation of attendance at a Canadian curriculum residential school in Europe. Students returning to CCI or Neuchâtel for a second year are entitled to a Family Reunion Travel Allowance between school years.

2.13 **Airfare Allowance** – members are to provide an airfare itinerary shown airfare and tax cost from a travel agent to the applicable Outside Canada Support Unit for DDEM approval.

- **Brussels/SHAPE travel from Brussels Airport**
- **CFSU (E) Detachment United Kingdom... travel from Heathrow**
- **Middle East travel from Tel Aviv or Cairo**
- **Naples airfare not applicable**
- **Portsmouth travel from Gatwick/Heathrow**
- **Ramstein/Heidelberg..... travel from Frankfurt**

NOTES:

1. Rail – costs cannot exceed most economical air travel.
2. Car – if the dependent or member prefers to drive, the Travel allowance shall be based on the lower appropriate kilometric / mileage rate one way for Education Travel and return travel for FRT and Escort between the location of the dependent and the post, up to the cost of the lowest airfare determined in accordance with travel airfare parameters.
3. The lower kilometric/mileage rate applicable to Ottawa (as approved by the National Joint Council is quoted on the Treasury Board of Canada Government Travel web site www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/td-dv-eng.asp
4. Approving authority for travel by Rail or Car is DDEM.
5. PMC travel or rail travel allowance will be up to amount shown in the following chart. Member to complete Form 22PMC-Travel by Other than Air.
6. Ground transportation to/from airport and en route meals \$50 only applicable to air travel.

The following chart in Canadian Dollars will be used as a guideline for travel to CCI:

FROM	MILEAGE (Kilometres)		EDUCATION One-way on enrolling year and in June when the student is not returning to CCI	ESCORT Return Travel	FRT Return Travel Xmas, Winter break and summer if student returning to CCI
	ONE-WAY	RETURN			
Brussels	1520	3040	\$300	\$450	\$450
Detachment United Kingdom	1890	3745	\$350	\$525	\$525
Heidelberg	1200	2400	\$225	\$340	\$340
Middle East	PMC travel not authorized				
Naples	200	400	\$75	\$115	\$115
Oberammergau	860	1720	\$200	\$300	\$300
Portsmouth	2022	4044	\$350	\$525	\$525
Ramstein	1280	2560	\$250	\$375	\$375
Rome	240	480	\$75	\$115	\$115
SHAPE(Mons)	1545	3090	\$300	\$450	\$450

The following chart in Canadian Dollars will be used as a guideline for travel to Neuchâtel

FROM	MILEAGE (Kilometres)		EDUCATION One-way on enrolling year and in June when the student is not returning to Neuchâtel	ESCORT Return Travel	FRT Return Travel Xmas, Winter break and summer if student returning to Neuchâtel
	ONE-WAY	RETURN			
Brussels	656	1318	\$150	\$225	\$225
Detachment United Kingdom	986	1972	\$200	\$300	\$300
Heidelberg	368	736	\$100	\$150	\$150
Middle East	PMC travel not authorized				
Naples	1154	2308	\$225	\$340	\$340
Oberammergau	455	910	\$100	\$150	\$150
Portsmouth	1018	2036	\$200	\$300	\$300
Ramstein	453	906	\$100	\$150	\$150
Rome	952	1904	\$200	\$300	\$300
SHAPE (Mons)	677	1354	\$150	\$225	\$225

- **Form 16** – Education Travel on Behalf of a Secondary Student Attending a Canadian Curriculum School Away From Post – **Form is available on our Web Site under “Education Outside Canada Allowances-Applications**
- **Form 16ET** – Escort Travel on Behalf of a Secondary Student Attending a Canadian Curriculum School Away From Post (Check with CCI or Neuchâtel as to requirement before applying). **Our Web Site under “Education Outside Canada Allowances – Form is available on our Web Site under “Education Outside Canada Allowances-Applications.**

- **Form 16S – Secondary (Grades 9 to 12) - Shipment of Personal Effects or Storage Between Consecutive School Years. Web Site under” Education Outside Canada Allowances – refers Form is available on our Web Site under “Education Outside Canada Allowances-Applications.**

Notes: Personal effects = up to 100Kgs
1. Personal effects include: Personal clothing, computer, textbooks, bicycle, leisure items
2. Students from Europe -Shipment is via UPS or
3. Students from Canada – Shipment from Canada can be arranged with CCI or Neuchâtel.
4. Shipment of up to 100 Kg by a moving company will not be authorized due to cost.

Shipment of Personal Effects to a Canadian Curriculum School in Europe

Note: Shipment of Personal Effect will only be authorized when the Conditions of Education Travel apply and Education Travel has been authorized. Returning students are entitled to storage during the long summer period for which the school stores without fee.

- 2.15 Personal effects include personal clothing, computer, textbooks, leisure items, and bicycle.
- 2.16 Members have the responsibility to arrange for personal effects shipment and be responsible for costs they are charged. Most economical method of shipment may include:
- Parcel Post using CFPO;
 - Shipment to/from Germany use *DHL Worldwide Express* - <http://www.dhl.com/>
 - Shipment from/to Belgium, Netherlands, UK, Switzerland, Italy use *FedEx Express* connecting the world - www.fedex.com
 - Excess baggage by air with the student (this would be in addition to the allowable two pieces, charges would be approximately \$140.00 dollars plus tax per piece under 45Kg. Bicycle would be approximately the same price.)
 - When education travel is authorized via PMC/Rental, an allowance of \$100.00 will be authorized to cover cost of shipment of personal effects. No additional allowance for shipment of personal effect will be authorized.

Note: Shipment of 100 Kg by a moving company is NOT authorized due to cost.

Storage of Personal Effects between Consecutive School Years at a Canadian Curriculum School in Europe

2.17 Students returning to a Canadian curriculum school in Europe must store personal effects during the summer months (i.e., July and August) between consecutive school years. Storage is based on 100KG of personal effects as defined in Article 2.15. Under no circumstances will shipment of personal effects be authorized during consecutive school years for returning students.

2.18 Family Reunion Travel – is always return travel from school to post. FRT always starts at the school (Lanciano (Rome Airport) or Neuchâtel) and ends at location of the member’s Post in Europe.

SECTION 3: FAMILY REUNION TRAVEL – STUDENTS ATTENDING A CANADIAN CURRICULUM SCHOOL IN EUROPE

3.1 Family Reunion Travel Allowance is always return travel from school to post.

3.2 A member claiming travel assistance will be required to submit a cost estimate from a travel agent to the Education Clerk. The Outside Canada Support Unit Approving Authority or delegated Officer will then assign the allowance value up to the cost ceiling. The member is responsible for making all travel arrangements, fully completing the proper request forms, including the amount “up to” the maximum allowance shown in article 2.13 and submitting to the Outside Canada Support Unit Approving Authority for approval.

(a) The signature/certification by the member on a FRT request forms indicates the following:

Certification by the member indicates to the Approving Authority that you understand the parameters of this allowance.

- I accept this Family Reunion Travel allowance on the condition that within 30 days after completion of Family Reunion Travel, I am required to complete Part II -- Travel Allowance – Verification and Certification to the Approving Authority Outside Canada Support Unit.
- I understand that upon receipt of Part II --Travel Allowance – Verification and Certification that the Approving Authority may adjust the Family Reunion Travel amount provided on this form if I couldn't demonstrate that the travel allowance has been used for the purpose intended. Adjustment will be the portion that is not substantiated.
- I understand that that non-compliance, submission of Part II -- Travel Allowance – Verification and Certification, will result in no further travel allowances until required documentation regarding this allowance has been submitted.
- I understand that proof of travel may consist of photocopy of: (a) destination hotel receipt, or (b) boarding passes, or (c) passport entries
- I understand that air travel for this Family Reunion Travel allowance is based on direct routing using the most economical airfare (which includes seat sale/excursion rate). Business Class will not be authorized.
- I also understand that airfare for this Family Reunion Travel allowance is “up to” the maximum allowed in the Part XIV & XV – Education Post Ceiling /Travel Rate Guidelines to cover expenses incurred.
- Ground Transportation to/from airport and en route meals \$50 X 2 = \$100.00; or
- Substantiate amount with written outline of costs \$ _____
- I request a Family Reunion Travel Allowance in the amount of: _____
- Itinerary showing cost must be enclosed prior to Approving Authority Authorization.

Member must keep all receipts for 7 years; submit photocopies for Verification and Certification.

Note: If intent of the benefit is not met, then the allowance must be returned prior to the indicated travel date

- (b) **FRT parameters.** Travel allowances are based on airfare and take into consideration:
- (i) That bookings will be done 60 days or more prior to travel date;
 - (ii) That the most economical airfare (including APEX/discounted/seat sale/excursion fare) will be used
 - (iii) That business class is not authorized;
 - (iv) That the most direct routing will be used.

- (v) That the amount being requested, the “up to” maximum, represents the member’s actual travel costs only; and
- (vi) That boarding passes, airline tickets, travel itineraries are kept for a period of seven years to satisfy audit requirements.
- (vii) That member is to submit proof of travel within 30 days of completion of an authorized Family Reunion Travel to the Outside Canada Support Unit using Part II – Travel Allowance – Verification and Certification for inclusion in the Education File.

3.3 **Reimbursement of Travel Expenses:**

- (a) Reimbursement of travel expenses in respect of Family Reunion Travel is actual and reasonable, not exceeding such rates as authorized in CBI 209. When requested, reimbursement for use of private motor car will be in accordance with applicable low rate. Travel allowance is not set using government meal rate, rather actual and reasonable costs incurred and PMC travel is based on low-rate per KM. Travel Allowance Other Than By Air – transportation is subject to the intent of the benefit and proof of usage.
 - (i) Rail – costs cannot exceed most economical air travel.
 - (ii) Car – if the dependent or member prefers to drive, the FRT allowance shall be based on the low rate and appropriate kilometric / mileage rate for return travel between the location of the dependent and the post, up to the cost of the lowest airfare determined in accordance with airfare parameters listed above.
 - (iii) The lower kilometric/mileage rate applicable to Ottawa (as approved by the National Joint Council is quoted on the Treasury Board of Canada Government Travel web site www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/td-dv-eng.asp
 - (iv) Approving authority for travel by Rail or Car is DDEM.
 - (v) PMC travel or rail travel will only be approved if submitted more than 60 days prior to commencement date of travel.

3.3 Members are to be aware that

- (a) Travel bookings made on short notice, which may result in a higher airfare, will not result in a higher allowance
- (b) Higher actual costs due to personal booking choices will not increase the amount of the allowance.
- (c) **Note:** Members will have the responsibility to arrange for such trips and be responsible for fares they are charged.
- (d) The allowance does not include member’s personal preferences such as length of stay, chosen travel dates or choice of more expensive air carrier.
- (e) Stopover supplements will not be included.
- (f) The nine/twelve hour provision for upgrading to business class shall not apply.
- (g) Lowest available airfare means that advance booking fares are the norm, as opposed to last minute bookings, which would result in higher fares.
- (h) Flight Insurance on travel bookings is not required, nor will it be reimbursed.

Air Canada

3.4 In 2005, Air Canada changed its fare structure have made available a wide range of fares; each with their own particular characteristics and costs. The following link illustrates the various names and conditions of these fares and classes of service.

http://www.aircanada.com/shared/en/aco/flights/images/faregrid_en.jpg

3.5 While choices available to the traveller have increased, FSD 35.06 is very clear in what is admissible.

3.6 FSD 35.06 - Instruction 1 states, "The standard for air travel is economy class and this includes APEX, charters and other reduced fares. **The lowest available airfare appropriate to a particular itinerary shall be sought when making bookings.** Discount and reduced fares shall be selected prior to full fare economy where these rates are available. Significant savings can be realized if flights are booked as far in advance as possible.

3.7 Latitude, Latitude Plus and Executive Class would not admissible for Education Travel, Escort Travel or Family Reunion Travel.

3.8 Entitlement is one FRT at XMAS, Winter break and either Education or Family Reunion in June.

Note 1: If student is continuing education at a Canadian curriculum school in Europe in the following school year, then Family Reunion Travel allowance would apply for the June Travel.

Note 2: Shipment of personal effects only applies to education travel

SECTION 4: GENERAL INFORMATION – PARENTS RESPONSIBILITIES

4.1 Dependent Education Management is responsible for approval/denial of:

- *Form 14Case – Case Form - Secondary Education (Grade 9 - 12) at a Canadian Curriculum School - Residential School Outside Canada*
- *Form 14ROC – Education Allowance - Secondary Education (Grade 9 - 12) at a Canadian Curriculum School - Residential School Outside Canada*
- *Form 16 – Education Travel on Behalf of a Secondary Student Attending a Canadian Curriculum School Away From Post*
- *Form 16ET – Escort Travel on Behalf of a Secondary Student Attending a Canadian Curriculum School Away From Post (if applicable)*
- *Form 16S – Secondary (Grades 9 to 12) - Shipment of Personal Effects or Storage Between Consecutive School Years*
- *Form 22PMC – Family Reunion Travel – Travel Other Than By Air (if applicable)*
- *Form 23 – Family Reunion Travel (FRT) - Travel by Parent(S) in Lieu of Entitled Traveller(s) (if applicable)*

4.2 The Outside Canada Support Unit Approving Authority is responsible for approval/denial within set parameters in Part XIV & XV – Education Post Ceiling /Travel Rate Guidelines of:

- *Form 19 – Family Reunion Travel (FRT) on Behalf of a Secondary Student - Grade 9 to 12*
- *Form 24 – Long Distance Telephone Calls (LDTC) – Students up to the School Year of the 21st Birthday*

4.3 Member is responsible to:

- Complete the following forms, as applicable, in accordance with references and forward to applicable education clerk:
 - *Form 14Case – Case Form - Secondary Education (Grade 9 - 12) at a Canadian Curriculum School - Residential School Outside Canada* – After member has researched private schools, Case Form must be completed prior to making application for attendance at a Canadian curriculum residential school in Europe.
 - *Form 14ROC – Education Allowance - Secondary Education (Grade 9 - 12) at a Canadian Curriculum School - Residential School Outside Canada*, if applicable
 - *Form 16 – Education Travel on Behalf of a Secondary Student Attending a Canadian Curriculum School Away From Post*
 - *Form 16ET – Escort Travel on Behalf of a Secondary Student Attending a Canadian Curriculum School Away From Post*, if applicable
 - *Form 16S – Secondary (Grades 9 to 12) - Shipment of Personal Effects or Storage Between Consecutive School Years*
 - *Form 19 – Family Reunion Travel (FRT) on Behalf of a Secondary Student - Grade 9 to 12*
 - *Form 22PMC – Family Reunion Travel – Travel Other Than By Air*
 - *Form 23 – Family Reunion Travel (FRT) - Travel by Parent(S) in Lieu of Entitled Traveller(s)*
 - *Form 24 – Long Distance Telephone Calls (LDTC) – Students up to the School Year of the 21st Birthday*

4.4 Support Unit Education Clerk:

- forwards completed Form 14Case – Case Form to DDEM
- as applicable, forwards completed Education forms to DDEM for approval

SECTION 5: CANADIAN CURRICULUM SCHOOLS - EDUCATION ALLOWANCE – PAYMENT TO SCHOOL (SEE EDUCATION CLERK)

5.1 Parents are responsible for tuition fees at Canadian College Italy and Neuchâtel Junior College.

5.2 The member is obliged to contact the Outside Canada Support Unit Approving Authority immediately when a child terminates schooling during the academic year for which an education allowance has been paid.

5.3 Member is responsible for and to obtain a refund from the school.

SECTION 6: CANADIAN CURRICULUM SCHOOL IN EUROPE – LONG DISTANCE TELEPHONE CALLS

6.1 Long Distance Telephone Calls limits that have been established may be authorized by the Approving Authority Officer upon receipt of required documentation Form #24 in the following cases:

FORM 24	LONG DISTANCE TELEPHONE CALLS – STUDENTS UP TO THE SCHOOL YEAR OF THE 21ST BIRTHDAY
INTERNAL ORDERS	GRC0000B3226
APPROVAL	By the Outside Canada Support Unit Approving Authority Officer: <ul style="list-style-type: none"> • Up to dollar amount listed in Article 642.45
PARAMETERS	<ul style="list-style-type: none"> • Allowance is based on one 5-minute direct dialed telephone call per month from school to Post, for a 10-month period in a school year. • School year: 01 September-31 August • Applicable to: <ul style="list-style-type: none"> ▪ Secondary Student Away from Post
INTENT	Provide an allowance for telephone calls between the location of a dependent child and the member’s Post. Note: Would not apply in Divorced/Separated situations.
REMARKS	References: <ul style="list-style-type: none"> • CBI Chapter 10, Section 12 and CBI Chapter 12, Section 2. • FSD 51.12

6.2 Maximum annual allowance for Long Distance Telephone Calls from school to post for:

- **Brussels 25.00 EUR**
- **CFSU (E) Detachment United Kingdom... 21.60 GBP**
- **Heidelberg..... 25.00 EUR**
- **Middle East..... Allowance set on request**
- **Naples 25.00 EUR**
- **Oberammergau 25.00 EUR**
- **Portsmouth 21.60 GBP**
- **Ramstein 25.00 EUR**
- **Rome..... 25.00 EUR**
- **SHAPE 25.00 EUR**