

	National Défense Defence 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 - _____
<b>FORM # 12 - EDUCATION ALLOWANCE –FIRST YEAR ATTENDING A SCHOOL AT THE POST - TUTORING IN SUBJECTS AS RECOMMENDED BY THE SCHOOL PRINCIPAL</b>			
<i>EFFECTIVE 01 JANUARY 2006</i>			
SN _____ RANK _____ NAME _____ UIC/UNIT _____ COS _____ TED _____ STUDENT NAME: _____ DATE OF BIRTH (dd/mm/yyyy): _____			
<b>Name/address/telephone number of School attending:</b> _____			<b>SCHOOL GRADE</b> _____
<b>Benefit</b> 1. Tutoring may be applicable in first year of attendance at a new school outside Canada.			
<b>Entitlement</b> 2. First year of attending a School at the Post - Education Allowance for Tutoring in the following subject(s): _____			
<b>Certification by the member</b> 3. Letter from school principal outlining the following four points: <input type="checkbox"/> the need for a tutor; <input type="checkbox"/> the subjects for which tutoring is required; <input type="checkbox"/> that such tutoring is not provided by the school being attended; and <input type="checkbox"/> 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.			
<input type="checkbox"/> 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.			
Member's Signature: _____		Date: _____	
<b>Outside Canada Approving Authority Office use only.</b> <input type="checkbox"/> Verified by Education Clerk that allowance as requested is within entitlement <input type="checkbox"/> Applicable article in the Outside Canada Education of Children "How To" Book _____			
Verified and Recommended <input type="checkbox"/> by Approving Authority _____ Date: _____ <input type="checkbox"/> Upon approval from NDHQ, Outside Canada Support Unit is to provide the member with an authorized copy of this allowance.			
<b>NDHQ Approval and Certified pursuant to Section 34 of the FAA Block</b>			<b>DEM Case #:</b> _____
EDUCATION ALLOWANCE FOR _____ HOURS OF TUTORING AT A RATE OF _____ PER HOUR (LOCAL CURRENCY)			
TOTAL EDUCATION ALLOWANCE FOR TUTORING: \$ _____ IN LOCAL CURRENCY IS APPROVED.			
NDHQ Authority Signature: _____		Date: _____	
Member advised on date: _____		by: _____	
Financial Coding: <b>GL: 1211, Cost Centre: 2202ZF, Fund: C103, IO: GRC0000B3208</b> <input type="checkbox"/> Civilian Personnel Financial Coding: Contact DCBA 5/DEM/ <input type="checkbox"/> MSGU Financial Coding: CC: 2300AQ Fund: C117 GL 1211 IO: _____ <b>(For FMAS Purposes, the text description line must show: Unit UIC, last three digits of SN and member's last name)</b>			
Received amount of _____	Currency _____	Exchange Rate used _____	CHEQUE NO. _____
Claimant's Signature _____		Date: _____	Cashier's Initials: _____