



National Défence
 Defense 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 – _____

FORM # 13DIS – EDUCATION ALLOWANCE – DISTANCE EDUCATION/SUPPLEMENTARY COURSES OR PROGRAMS
EFFECTIVE 01 JANUARY 2006

RESEARCH WEB SITE: DEM Web www.forces.gc.ca/dgcb/educat Part II – Education Allowances;
 Web sites for Canadian Education: www.oise.utoronto.ca/~mpress/eduweb/eduweb.html
 Avon Maitland Distance Education Centre: www.amdec.ca
 TVOntario's Independent Learning Centre: www.elearning.org

SN _____ RANK _____ NAME _____

UIC/UNIT _____ SY 01 SEPTEMBER _____ TO 31 AUGUST _____

STUDENT NAME: _____ DATE OF BIRTH (dd/mm/yyyy): _____

Name/address/telephone number of School attending: _____

SCHOOL GRADE _____

- 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: _____

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.

Member's Signature: _____ Date: _____

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.
 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.

NDQH 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 DCBA 5/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: _____