



National Défense
Defence 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 # 10ENG – EDUCATION ALLOWANCE - ENGLISH LESSONS WHEN ENGLISH, AS A SUBJECT, IS NOT PROVIDED AT THE SCHOOL THE STUDENT IS ATTENDING OR THE STUDENT IS ABOVE OR BELOW THE CLASS LEVEL.
EFFECTIVE 01 JANUARY 2006

SN _____ RANK _____ NAME _____

UIC/UNIT _____ SY 1 SEPTEMBER ____ TO 31 AUGUST ____

STUDENT BEING CLAIMED:

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

Name/address/telephone number of School attending: _____

SCHOOL GRADE _____

Benefit

1. Applicable from Kindergarten to Grade 12. Fifty hours of English Lessons in a one-on-one setting when English, as a subject, is not provided at the school the student is attending or the student is above or below the class level. The tutor must follow the program taken from "Ontario's -The Common Curriculum: Provincial Standard, Language". Curriculum document available from Ontario Ministry of Education Web site www.edu.gov.on.ca

Entitlement

2. Hourly rate to provide 50 hours of instruction. Education Allowance for Language Tutoring as per the DEM Web: www.forces.gc.ca/dgcb/educat click on Part XIII – Education and Related Care of Dependent Children Guide – Post Ceiling and Education/Travel Allowances Guidelines.

Certification by the member (Obtain Tutor rate from Part XIII – Education and Related Care of Dependent Children Guide – Post Ceiling and Education/Travel Allowances Guidelines)

3. Student is enrolled in a French Language of Instruction School Yes No. (If yes, letter not required from school)

4. Subject of English is taught / is not taught as part of school curriculum.

5. Tutor's name/address/telephone number: _____

If Tutor has not been used in the past, the new Tutor is to complete Form 10APP – Application Form for Language Tutor for Dependent Children of Canadian Forces Outside Canada (Part IV refers)

Tutoring takes place at Student's home or Tutor's home.

6. English Resource List found on DEM Web Site www.forces.gc.ca/dgcb/educat Part IV – Language Tutoring has been provided to the tutor.

7. I accept this Education Allowance for English 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 requirements. I request an Education Allowance for _____ hours of English tutoring at _____ per hour.

Member's Signature: _____

Date: _____

Outside Canada Approving Authority Office use only.

Verified by Education Clerk that allowances as requested are within entitlement.

Applicable article in the Outside Canada Education of Children "How To" Book _____

Tutor approval message from NDHQ _____

Outside Canada Support Unit Approving Authority Approval and Certified pursuant to Section 34 of the FAA Block

MAXIMUM EDUCATION ALLOWANCE FOR LANGUAGE TUTORING FOUND IN UIC/UNIT POST CEILING GUIDELINE: _____

EDUCATION ALLOWANCE FOR _____ HOURS OF ENGLISH TUTORING (LOCAL CURRENCY) _____ IS APPROVED.

Approving Authority Officer Signature: _____

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: GRC0000B3205**

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: _____