

their dependant children at the Lycée Claudel. This is in order to ensure continuity in French language education while serving outside Canada.

## **FSD 34 — Education Allowances**

By providing you with financial assistance, the objective of FSD 34 is to ensure that your children obtain primary and secondary education approximating Canadian standards, thus enabling them to re-enter the Canadian school system with as little disruption as possible. A comprehensive list of admissible and inadmissible education expenses is set out under Sections 34.01 (b) and (c) of this Directive. Three main factors are involved in determining the extent of assistance made available. These are:

1. **Compatibility of educational facilities at the mission with our own institutions (See 34.01(a) for the factors that define compatibility);**
2. **Place where education is taken; that is, at the mission, in Canada, or away from the mission but not in Canada;**
3. **Level of education: Primary or Secondary.**

Of these factors, compatibility is the most important. The vast majority of our missions have primary schools that will generally meet your child's needs. However, there is a greater possibility that secondary-level schooling systems may be considered incompatible. This is especially true in the senior grades of high school where preparations are being made to meet post-secondary education requirements. The Education Counsellor located in The Services Centre (SERV) may be able to help you find the program best suited to your child's needs.

**Note — "Primary" education includes kindergarten and Grades 1 to 8 in Ontario or their equivalent in other provinces. "Secondary" education includes Grade 9 to 12/OAC in Ontario and its equivalent in other provinces. Except for Shelter Assistance (See FSD 34.06 and below), Education Allowances are not paid for post-secondary studies.**

Employees and their spouses at missions are invited to evaluate schools so that management at the mission can update its roster of compatible facilities. Based on the cost of attending a "representative" school on the roster, an education allowance ceiling, called a "post ceiling", is established for the mission and amended annually. In Canada, ceilings for domestic education are established following an annual review of tuition fees (or non-resident school fees) and related costs for both public school and residential school education in Ottawa.

Education allowances are normally payable in one lump sum, at the beginning of the "School Year." Wherever possible, payment is made directly to the school. To avoid confusion, note that all references to "year" under the Directives covering Education mean the year beginning September 1 and ending August 31.

You will receive an Education Allowance Proposal Form F.S. 34.1 and, based on the ceilings in effect at the time, you can work out the option you consider best meets your, and your child's, interests.

There is no need to go out of pocket for admissible expenses within the established ceilings. When schooling is taken at the mission, you should arrange for payment to be made directly to the school by Mission Management. In all other circumstances, an Education Allowance Proposal must be submitted to SBM (Geographic Service Section) and approved before an advance can be issued. Your expense claim, together with detailed and properly receipted school billing, should be settled within 30 days. You should know that, if admissible education expenses at the school which you select exceed the appropriate ceiling, you will be responsible for the additional costs.

**Hint — SBM (Geographic Service Section) and SERV is particularly busy in the months preceding the beginning of the school year. Don't make things more difficult for yourself and for them by waiting until the last minute to get your proposals or claims submitted.**

**Hint — Many schools have limited enrolment. It is essential for you to start making inquiries as soon as you have been notified of your assignment.**