

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 Posting Centre (ABMH) may be able to help you find the system 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 Administration. In all other circumstances, an Education Allowance Proposal must be submitted to ABMA 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 — ABMA and ABMH are 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.

Compatible Facilities At The Mission

Where facilities are compatible, you may already have selected the "right" school on the basis of the education section of the *Mission Report*. It is also essential that you discuss the matter with the Education Counsellor, especially if the child has special needs. The Posting Centre (ABMH) will send a telegram or telex to the Mission to get things under way if an advance application is required. If you have a choice of schools, it is sometimes advisable to wait until you arrive and then have a closer look. The Mission Administrative Officer will arrange appointments and, if necessary, even write you a letter of introduction.

Despite the fact that educational facilities at your mission are compatible, you may still wish to send your child to primary school in Canada or in a third country. In this situation, your education allowance is limited to the total admissible expenses at the least costly school on your mission's roster. This amount may be somewhat less than the "post ceiling" and may be NIL at some missions. It is payable in lieu of all other expenses to which you might have otherwise been entitled, including those for Education Travel and Family Reunion. This situation could wind up being very expensive so it is recommended that you examine the pros and cons very carefully before committing yourself.