

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.

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 Services Centre (SERV) will send a message to the Mission to get things under way if an advance application is required.

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.

Note — Even though facilities are compatible, problems may arise when you return to Canada, if your child does not have the credits in Canadian studies required for post secondary school education in Canada. Here again, we stress the importance of early contacts with the Education Counsellor at The Services Centre (SERV).

Note — In some countries, the local curriculum may be lower than Canadian standards, in French and English as a second language, for example. Tutoring may then be helpful while abroad. Individual cases should be discussed with the Education Counsellor for pedagogical advice; and after