



# Children's Education Management

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Children's Education Management Policy Analyst

Children's Education Management  
Supporting the Education of Dependent  
Children  
of Canadian Armed Forces members  
since 1947



Gestion de l'éducation des enfants  
Au soutien de l'éducation des enfants  
à charge des membres des Forces armées  
Canadiennes  
depuis 1947



# CEM Personnel

## **Colorado Springs – MCpl Joseph**

CEM Administrator in Colorado Springs

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- [cfsucscem-usfccsggee@forces.gc.ca](mailto:cfsucscem-usfccsggee@forces.gc.ca)

Prepares WG B submission & Prepares Claims

## **Ottawa – Marc Bélanger**

Director Children Education Management

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CEM Final Authority

## **Ottawa – Kyle Clowater**

FSD Coordinator

- [kyle.clowater@forces.gc.ca](mailto:kyle.clowater@forces.gc.ca)

POC for entitlements, OUTCAN Signing Authority, Finalises Claims & WGB Claims

## **Ottawa – Kelly Godfrey**

CEM Finance Manager

- [kelly.godfrey@forces.gc.ca](mailto:kelly.godfrey@forces.gc.ca)

Section 34 on claims & Finalises claims



# MFSI

# CBI12

# FSD

## Military Foreign Service Instructions (MFSIs)

### [Chapter 10 – Foreign Services Instructions - Canada.ca](#)

- Applies to CAF members
- Used for foreign benefits other than dependent education

## Foreign Service Directives (FSDs)

- Government of Canada (National Joint Council) directives used by all departments for dependent children's education

## Compensation and Benefits Instruction 12 (CBI 12)

### [Chapter 12 - Education of Children - Canada.ca](#)

- Policy approved by Treasury Board
- Provides education allowance for dependent children to assist CAF member with transition from one province/territory to another in Canada



# Foreign Service Directives (FSDs)

- FSD 2 - Definitions;
- FSD 30 - Post Transportation and Related Expenses;
  - Travel via PMV or Commercial Transportation
- FSD 35 - Education Travel
  - Accommodation Travel
- FSD 51 - Family Reunion
  - Travel in Lieu of Eligible dependent or Third Location



- FSD 34 - Education Allowances;
  - Tutoring in official language – up to 50 hours per SY
  - Tutoring in Subject – WGB – First year at post
  - Tutoring in Subject – WGB – First year back to Canada
  - JK/SK Fee Paying School – WGB
  - Roman Catholic – WGB
  - Boarding School in Canada – Ashbury – Compatible
  - Post-Secondary Shelter Assistance
  - Admissible/Inadmissible Education Expenses



# CBI 12 Inside Canada Allowances

Authorized under CBI 12 to assist dependent children with transition from one province/territory to another in Canada, such as:

Language Tutoring  
Private Tutoring

Board, lodging, non-resident school fees;  
Tutoring and/or language tutoring;  
Two return trips per school year

Allowances assist:

- where language of instruction unavailable at new place of duty
- where graduation/pre-graduation year may be interrupted by move

**Note - CBI 12 does not recognize French Immersion Programs**



# Guidance Counselling Services

Guidance Counselling services provided to all CAF families serving outside Canada:

- Secondary curriculum review
- Distance learning courses prescribed for courses required for graduation
- Liaise with guidance counsellor at post if required
- Screening

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# FSD 34 Education Allowance

Goal is to provide an education compatible with that which is provided without charge in Canada

Non-fee paying schools (English public schools) used wherever possible

- Fee-paying schools only used when no other suitable option exists
- Member may choose any school in appropriate language on post-ceiling; reimbursed up to cost of representative school

Language of instruction

- English or French only
- Entitlement based on continuity in language of current academic instruction

Roman Catholic education is constitutional right in Canada

- Child enrolled in Canadian catholic school prior to posting
- Child or parent baptized (entitlement in Canada)
- Proof of Parish
- Requested school on diocese list





# Post Ceiling – FSD 34.1,34.2

## **JK and SK Fee-paying School FSD 34.1**

- Eligibility:
  - JK: 3 years 8 months as of Sept 1<sup>st</sup>
  - SK: 4 years 8 months as of Sept 1<sup>st</sup>
- Entitlement is to full-day programming.
- Documents required:
  - school application
  - letter from school/county that public JK/SK not available
  - letter from school that they will not accept the child or substantiation that school is not adequate
  - fee schedule
  - curriculum, program description
  - proof of payment/ receipt

## **Grade 1 to 12 Fee-paying school**

- Documents required:
  - substantiation why representative school is not acceptable or letter from the school that they will not accept the student
  - letter from fee paying school that they will accept the student
  - fee schedule
- Central Billing Letter (CBL) issued by CEM Ottawa for registration and re-registration (American schools).



# Roman Catholic – FSD 34

- **Roman Catholic Education Kindergarten to Grade 12 at the post Fee Paying School**
  - Roman Catholic education comparable to that provided by the Ontario Ministry of Education; where Roman Catholic education is not available, expenses for Roman Catholic religious instruction may be claimed;
- Education allowance on behalf of a kindergarten / elementary / secondary student who has attained the age of three years eight months, but not over twenty-one years of age as of 1 September of the School Year. This allowance is only applicable if a non-fee paying Roman Catholic school is not available at Post. All requests for Roman Catholic schooling at the post must be reviewed by WG B on an individual basis
- Documents required:
  - school fees & tuition
  - proof that last school attended in Canada was a religious school
  - proof of payment
  - List of Archdioceses (if possible)



# FSD 34 Education Allowance - Tutoring

- Tutoring in French/English
  - To help ensure that basic instruction in the second official language is provided to students
  - 50 hours of second official language tutoring per school year (except for children in Junior Kindergarten).

Entitled to French Tutoring when English school is attended.

Entitled to English Tutoring when French school is attended.

- Required Documents:
  - 3 quotes of local language tutors
  - receipts from tutor at time of finalization
  - Proof of payment.



# FSD 34 Education Allowance – Tutoring Other than language

- Tutoring in a subject first year at post (can also be French or English course)
  - Letter from school principal what subject(s) child needs tutoring in and specified number of hours per week and need to indicate:
    - Child is below grade level of the class
    - A description of the deficiency
    - Academic deficiency is attributable to foreign service
  - WG B submission is required as well as the following supporting documents :
    - Reports cards for prior year at previous school
    - Latest report card at new school
    - Receipts
    - 3 Quotes of local tutors per subject



# Admissible Education Expenses

- **tuition fees;**
- **fees for subjects normally on the school curriculum;**
- **non-refundable application fees, including fees at more than one school where the employee has applied to several to ensure the dependent child's/student's registration/acceptance in a school, as appropriate to the circumstances, notwithstanding this may exceed the established ceiling;**
- **non-refundable registration fees at the school that the dependant child/student will attend;**
- **entrance fees;**
- charges, including license fees, for prescribed textbooks;
- examination fees, including compulsory fees associated with International Baccalaureate (IB) fees and Advanced Placement (AP) fees which exceed the employee share as established by the appropriate foreign service interdepartmental coordinating committee and specified in Appendix A of this directive and Scholastic Aptitude Tests (SAT) fees where these are required for application by a Canadian postsecondary institution;
- **library fees;**
- **laboratory charges; and**
- **computer user fees;**



# Inadmissible Education Expenses

- school pictures;
- **sports equipment;**
- school magazines;
- **refundable deposits including those for textbooks, sports equipment or similar items;**
- **school uniforms;**
- pocket money;
- donations, grants or similar specialized disbursements (except for compulsory school building fund fees) unless authorized by the Deputy Minister of Foreign Affairs, on the recommendation of the appropriate foreign service interdepartmental coordinating committee;
- **expenses for private lessons, such as music and dance; and**
- **purchase or rental of computer equipment.**



# IMPORTANT – DEDUCTABLES TO THE TUITIONS

- As per Appendix A of FSD 34
- School/Craft Supplies Grades JK to 8 – \$84.72/year adjusted by the post index if applicable
- School/Craft Supplies Grades 9 to 12 – \$193.21/year adjusted by the post index if applicable
- IB/AP Program (if applicable)
  - Starting at Grade 9 - \$325.00 – Member's share per SY
  - IB Exams - \$185.00 per exams to be deducted
- Mid Day Meals
  - Member's share of \$3.27 (as per SY 25/26) per day



# Elementary and Secondary Education in Canada

## Public Schools in Canada

Admissible fees include:

- Board and lodging
- Non-resident School Fees (NRSF) (if applicable)

## Canadian Residential Schools (High School)

- Ashbury College in Ottawa, ON
- Lakefield College in Peterborough, ON
- Laurentienne Academy in Val-Morin, QC
- King's Edgehill in Windsor, NS

**Contact CEM Ottawa for authorization**





# Post Secondary Education in Canada

## **Shelter Allowance – Can only receive in your HQ City**

- Only up to school year of 23<sup>rd</sup> birthday
- Proof of full-time attendance at a Canadian Post-Secondary Institution
- Signed copy of the lease agreement (apartment), letter of agreement (friends/family), terms of agreement (residence)
- Max 8 months for university, 9 months for college
- Current SY25/26 maximum amounts are \$54.94/day, \$6,684.37/trimester and \$20,053.11/school year.
- No shelter allowance for a member who elects real estate incentive under CAFRD 8.2.13 , as of 1 April 2024

***Dependent must be on MPRR & Posting Msg***



# HQ City – Shelter Assistance

## HQ City – Shelter Assistance

- Last Canadian post
  - HQ City = Yellowknife, NT
  - Since there is no University and only a College, there would only be entitlement for Shelter reimbursement to attend the College in the HQ city.
- Education travel and Family Reunion Travel for post-secondary students is from post to the location of the school but reimburse is up to the costs of a flight from the post to the HQ city which is the last Canadian post.
- If the flight is not to the HQ City, a quote for a flight from post to HQ City has to be provided to determine maximum entitlement
- Example: Last Canadian post is Ottawa, dependant goes to university in Vancouver. A quote has to be provided for a flight from the current post to Ottawa. Actual flight costs will be reimbursed up to the amount of the quote.



# FSD 35 Education Travel

Entitlement is different if dependent student attends Secondary school or Post Secondary, most of the time the entitlement is as follows (see FSD for scenario):

- Elementary and Secondary:
  - reimbursement is for actual and reasonable travelling expenses **from post to a school** approved by the deputy head
- Post Secondary:
  - Reimbursement for travelling expense **up to the limit** of a journey between post and headquarter city (previous posting in Canada).

## Eligibility

Student must

- be unmarried child of the member or member's spouse.
- be in full-time attendance in a post-secondary educational institution in Canada (except RMC or military program ex: ROTP).
- have resided with member prior to posting except when in full-time attendance in an institution in Canada.



# FSD 35.4 Accommodation (Escort) Travel

## Accommodation (Escort) Travel

- One-time allowance to accompany dependent student from post to school the first year that child is educated away from the post.
- Secondary Student: first year he/she attends secondary school away from post.
- Post-secondary Student: a student younger than 21 **who graduated from a secondary school outside Canada.**
- Escort travel will not be authorized where the child's other biological parent or a legal guardian resides in Canada.
- Required Documents:
  - itinerary
  - receipt
  - proof of school attendance (enrolment, report card)
  - Google Map print out of km to residence to/from airport or taxi/shuttle receipts.
  - posting message
  - must be booked at least 4-6 weeks in advance (economy standard)
- Only applicable where the provision of FSD 51 (FRT) is not applicable
- 35.4.7 – Travel up to 5 days before or after the dependents travel dates for operation requirements



# FRT- FSD 51

- **Dependant Travel to Post**
- **FRT - 3rd Location**

## Required Documents:

- contact Allowance Coordinator, needs approval from CEM Ottawa prior to purchasing tickets, at least 4 to 6 weeks in advance.
- **Travel by Parent(s) vs Student (Reverse FRT)**
- **Visiting Under Custody Agreements**
- Parent travel on FRT – liquidates one FRT from each dependent, ie if any one of the dependents has zero FRTs left, DND will not reimburse for parental travel on FRT



# FSD 51 Family Reunion Travel

## Visiting Under Custody Agreements

- Up to 2 return trips per school year from the location of the child to Post or vice-versa. Reimbursement is the cost of the airline ticket less the cost of travel, if any, between the location of the child's other parent and the employee's headquarters city (member's share).
- Signed custody agreement required.
- No entitlement for Escort travel unless child has special needs (mentally or physical challenged).
- Unaccompanied minor fee may be reimbursable
- **Reminder – a child ages out from the custody agreement once they turn 21, unless they are a dependent child with special need.**



# FSD 51 Family Reunion Travel

- Economy standard flights booked at least 4-6 weeks prior to travel
- Actual/reasonable transportation expenses to/from airport
- Reimbursement is up to the cost of travel between the headquarters city and the post for Post-secondary school students and child not in school. Quotes to HQ is required if flying to a different location.

Secondary school students	<ul style="list-style-type: none"><li>• 3 trips per school year</li></ul>
Post-secondary school students	<ul style="list-style-type: none"><li>• 2 trips up to school year of 21<sup>st</sup> birthday</li><li>• 1 trip for students age 22 up to school year of 23<sup>rd</sup> birthday</li></ul>
Child not in school	<ul style="list-style-type: none"><li>• 18 years of age and younger - 2 trips</li><li>• 18 years to year of 21<sup>st</sup> birthday - 1 trip with CEM prior approval</li></ul>



# CEM

Please contact us for answers to your questions and help with the paperwork/form.

Email CS: [cfsucscem-usfccsgee@forces.gc.ca](mailto:cfsucscem-usfccsgee@forces.gc.ca)

Email CEM Ottawa: [cemgee@forces.gc.ca](mailto:cemgee@forces.gc.ca)

CEM Sharepoint: [Childrens Education Management / gestion de l'éducation des enfants - Home](#)

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