

Appendix E

Education Grant

Definitions

- (a) For the purposes of the provisions of rule 106.17, rule 206.16 and this appendix:
- (i) "Child" means a child of a staff member who is dependent upon the staff member for main and continuing support. "Disabled child" means a child who is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;
 - (ii) "Home country" means the country of home leave of the staff member under rule 107.03 or 207.02. If both parents are eligible staff members, "home country" means the country of home leave of either parent;
 - (iii) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

Eligibility

- (b) Subject to conditions established by the Director-General, a staff member who holds a fixed-term or a permanent appointment shall be entitled to an education grant in respect of each child, provided that:
- (i) The staff member is regarded as an international recruit and resides and serves at a duty station which is outside his or her home country;
 - (ii) The child has completed his or her fifth birthday, or completes his or her fifth year provided this occurs in the first term of that scholastic year; and
 - (iii) The child is in full-time attendance at a school, university or similar educational institution.
- (c) If a staff member eligible under paragraph (b) above is reassigned to a duty station within his or her home country in the course of a school year, he or she may receive the education grant for the balance of that school year.

Duration

- (d) (i) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is earlier;
- (ii) The grant will not normally be payable beyond the school year in which the child reaches the age of 25 years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption;
- (iii) If the child's education is interrupted by an internship or work assignment and then resumed, the grant shall be payable provided the child has neither reached the age of 25 or completed four years of post-secondary studies or been awarded the first recognized degree;
- (iv) Where attendance is for less than two thirds of the scholastic year, the amount of the grant payable for the period of attendance for that year shall be prorated to the proportion the period of attendance bears to the full scholastic year;
- (v) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant payable for the period of attendance for that year shall normally be prorated to the proportion the period of service bears to the full scholastic year.

Payment of the education grant

(e) The education grant provided for under staff regulation 6.12(a) shall be payable in respect of each child as set out below:

- (i) Admissible expenses shall include tuition, tuition in the mother tongue and enrolment-related fees. Admissible expenses actually incurred shall be reimbursed at the rates indicated in the sliding scale below:

Education grant entitlements in effect as of the school year in progress on 1 January 2018

<i>Claim amount bracket (United States dollars)</i>	<i>Reimbursement rate (percentage)</i>
0-11 600	86
11 601-17 400	81
17 401-23 200	76
23 201-29 000	71
29 001-34 800	66
34 801-40 600	61
40 601 and above	—

- (ii) In addition to the reimbursement of admissible expenses, a lump-sum amount of US\$ 5,000 shall be paid to staff members serving in duty stations with a hardship classification of “A” to “E” whose child attends boarding school at the primary or secondary level outside the country of the staff member’s duty station. In exceptional cases, the lump-sum boarding assistance may be granted to a staff member at a headquarters duty station in respect of a child attending boarding school at the primary and secondary levels outside the country of the duty station, at the discretion of the Director General.
 - (iii) The lump-sum amount for boarding assistance shall also be payable to a staff member serving at a duty station with a hardship classification of “A” to “E” whose child attends boarding school at the primary or secondary level when the educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Director General, no school in that area would be suitable for the child.
 - (iv) Non-reimbursable capital assessment fees shall be reimbursed outside the education grant scheme, up to a maximum amount or limit established by the Director General.
- (f) The grant shall not be payable in respect of:
- (i) Attendance at a nursery school;
 - (ii) Attendance at a free school or one charging only nominal fees at the duty station;
 - (iii) Correspondence courses, except those that, in the opinion of the Director-General, are the best available substitute for full-time attendance at a school of a type not available at the duty station;
 - (iv) Private tuition, except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available, tuition of the language of the duty station, when prescribed by a local school as a pre-condition for admitting the child to the grade corresponding to the grade he or she has reached elsewhere, and as a supplement to the regular school programme tuition for special coaching in a subject taught by the school or in any additional academic subject not included in the school curriculum but required for the pursuit of the child's subsequent education;
 - (v) Vocational training or apprenticeship that does not involve full-time schooling or in which the child receives payment for services rendered.

Tuition of the mother tongue

(g) An education grant may be provided to a staff member serving in a country with a national language different from his or her mother tongue who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own. The Director-General will decide in each case whether the education grant shall be paid for the tuition of the mother tongue. The maximum reimbursable amounts for teaching of the mother tongue shall correspond to the sliding scale of reimbursement rates indicated under subparagraph (e)(i) above.

Advances against the education grant

(h) Staff members who are eligible for the education grant in respect of their children and who are required to pay all or a portion of school fees at the beginning of the school year may apply for an advance against their entitlement to the education grant. Any advance approved will be considered as due from the staff member until it is discharged by certification of the entitlement or is recovered.

Travel

(i) A staff member to whom boarding assistance is payable under subparagraphs (e)(ii) and (e)(iii) above in respect of the child's attendance at an educational institution at the primary or secondary level shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, provided that:

- (i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved;
- (ii) Where attendance is for less than two thirds of the school year or the staff member's service does not cover two thirds of the school year, travel expenses shall not normally be payable;
- (iii) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and the duty station.

Claims

(j) Claims for the education grant shall be submitted in writing and supported by evidence satisfactory to the Director-General.

Special education grant for disabled children

(k) Eligibility

The special education grant for disabled children provided for under staff regulation 6.12(d) shall be payable in respect of each disabled child as set out below.

(l) Duration

- (i) The grant shall be computed on the basis of the calendar year if the child is unable to attend a normal educational institution, or on the basis of the school year if the child is in full-time attendance at a normal educational institution while receiving special teaching or training.
- (ii) The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years.
- (iii) In exceptional cases, the age limit may be extended up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 28 years.
- (iv) Where the period of service of the staff member does not cover the full school year or calendar year, the amount of the grant payable for the period of attendance for that year shall be prorated to the proportion the period of service bears to the full school or calendar year.

(m) Payment of the grant

- (i) Admissible expenses for a disabled child shall include those educational expenses required to provide an educational programme designed to meet the needs of the child so that he or she may attain the highest level of functional ability, under conditions established by the Director General. The amount of the grant for each disabled child shall be 100 per cent of the admissible educational expenses actually incurred, subject to a maximum reimbursement equal to the upper limit of the top bracket of the sliding scale in subparagraph (e)(i) above.
- (ii) Where the educational institution provides boarding, the actual expenses for boarding shall be included in the calculation of the admissible expenses, subject to a maximum reimbursement equal to the upper limit of the top bracket of the sliding scale in subparagraph (e)(i) above plus the amount of \$5,000 equivalent to the lump-sum for boarding assistance.
- (iii) If the disabled child is eligible for the regular education grant, the claim shall

be made in the first instance against the regular education grant, and reimbursement under the special education grant will be made only in respect of educational expenses incurred for the necessary special teaching or training. The combined total amount payable under the two types of grant shall not exceed the upper limit of the top bracket of the sliding scale in subparagraph (e)(i) above. "Educational expenses" reimbursable under the special education grant shall consist of the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability. Other costs or fees directly related to the educational programme that are not optional or related to an extracurricular activity may be included in the educational expenses, but not school supplies, uniforms, insurance, donations and contributions or similar charges.

- (iv) If full board (accommodation and meals) is provided for a disabled child attending an educational institution at the duty station, the boarding expenses shall not be reimbursable unless it is medically certified that the full-time boarding in the institution is an integral part of the educational programme. Expenses for equipment shall also be reimbursed, if not otherwise covered under health insurance, up to a maximum of US\$ 1,500 per year within the overall maximum of the upper limit of the top bracket of the sliding scale in subparagraph (e)(i) above.

(n) Travel

Where the disabled child attends an educational institution away from the duty station, travel costs may be paid for up to two round trips per school year between the educational institution and the duty station, provided the Director-General is satisfied that the needs of the disabled child require attendance at that educational institution. In very exceptional circumstances, travel may also be reimbursed for the person accompanying the disabled child.

(o) Claims

Claims for the special education grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Director-General regarding the child's disability. If the Medical Officer confirms that the disability is of a permanent nature, it is sufficient to produce the medical evidence only once with the first claim. In case of a temporary disability, medical evidence shall be submitted with each claim. The staff member shall also be required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the admissible expenses under paragraph (m) above. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

Currency of reimbursement

(p) The amount of an education grant advance or claim for reimbursement will be calculated in United States Dollars and converted to the payroll currency based on the UN operational rate of exchange in effect on the date of payment. The resulting amount will be transferred to the staff member's primary bank account designated for salary distribution.