United Nations ST/IC/2014/12*

Secretariat

1 April 2014

Information circular**

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Education grant and special education grant for children with a disability**

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* Reissued for technical reasons on 14 April 2014.

** The present circular is in effect until further notice.

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I. General provisions

1. The purpose of the present circular is to inform staff members eligible to receive the education grant or the special education grant for children with a disability under administrative instruction ST/AI/2011/4, or as amended, of the procedures applicable to the submission and processing of their claims.

2. Reference should be made to staff rule 3.9 (b) and sections 1 and 2 of administrative instruction ST/AI/2011/4 for eligibility requirements and conditions of entitlement. The monetary amounts of maximum educational expenses and maximum entitlements are set out in appendix B to the Staff Rules, or as amended. Certain admissible and non-admissible expenses are set out in annex I to the present circular. The forms required to submit a claim related to the education grant are contained in annex II.

II. Requests for education grant advances

3. Under section 6 of administrative instruction ST/AI/2011/4, staff members who are entitled to the education grant and who are required to pay all or a portion of the school fees at the beginning of the school year may apply for an advance against their entitlement. They should do so by completing form P.45 (Request for payment of education grant and/or advance against education grant) (see annex II to the present circular).

4. When an advance is being requested for the first time for a child, the request must be accompanied by invoices or other official documentation from the educational institution attesting to the school fees, including enrolment, tuition, full board, if applicable, and any scholarship, bursary or similar grant. No advance shall be payable with respect to the flat sum for board. The amount of the advance will be 100 per cent of the anticipated amount of the education grant on the basis of the information provided by the educational institution. However, pursuant to sections 5.1 and 5.2 of administrative instruction ST/AI/2011/4, when an advance is granted, the amount of the grant relating to expenses for school attendance, including the flat sum for board and the fixed rate for books, shall be prorated based on the period of school attendance, or the period of service of the staff member, compared to the full school year when the period of attendance or service covers less than two thirds of the school year.

5. For a subsequent school year, the advance will normally be 100 per cent of the amount paid for the previous year. However, if lower admissible educational expenses are anticipated, the staff member should so indicate. In such a case, the amount of the advance will be 100 per cent of the grant calculated on the basis of the revised expenses. If higher admissible educational expenses are anticipated, the staff member may request an advance on the basis of the higher expenses. As in the case of a first advance, official documentation will be required from the educational institution attesting to the increased expenses.

6. After the advance is requested, and if the anticipated admissible educational expenses on which the advance was based become higher, the staff member may request an adjustment as soon as he or she has been informed of the higher charges. Should the anticipated admissible educational expenses become lower, it is incumbent on the staff member by virtue of staff regulation 1.2 (b) to report that fact

promptly so that the amount of the advance may be adjusted and any excess payment recovered.

7. When there is no claim for the previous school year, requests for an advance may be submitted prior to or within four months after the beginning of the school year. The request must be accompanied by invoices or other official documentation from the educational institution attesting to the school fees.

8. When there is a claim for the previous school year, the request for the advance should be presented in part IV of form P.45 together with form P.41 (Certificate of attendance and costs and receipt for payments) in respect of the claim for the previous year (part III of form P.45).

9. Advances will be paid approximately one month prior to the beginning of the school year for staff on the Headquarters payroll, provided the relevant information is received at least two months prior to the beginning of the school year. At duty stations where circumstances so warrant, special arrangements may be established by the Secretary-General for payment of the advance in instalments.

10. If the advance is not cleared by settlement of the relevant education grant claim for the previous year, it will be recovered from the staff member's salary in accordance with section 6.2 of administrative instruction ST/AI/2011/4. Any advance will be considered as due from the staff member until it is either discharged by certification of the entitlement or recovered from the staff member's salary. Recovery from staff members will take place automatically three months after the end of the academic year for Headquarters staff and four months after the end of the academic year for staff in all other duty stations. Similar arrangements will be made for staff members who are not on the Headquarters payroll. For staff members who are separating from service, recovery will take place on separation.

11. No advances will be authorized for subsequent school years until previous education grant advances have been cleared by settlement of the relevant education grant claim or repayment of the advance previously authorized.

12. Advances are normally payable in United States dollars at all duty stations except Geneva. For staff members whose duty station is Geneva and whose school fees are in Swiss francs, the advance will be payable in Swiss francs, as is the practice for emoluments. For those Geneva staff members whose school fees are in a currency other than Swiss francs, the advance will be payable in United States dollars. In all cases, the advance will be recorded in United States dollars, except when educational expenses are incurred in one of the other currencies in which the education grant is expressed in appendix B to the Staff Rules. In such cases, the advance will be recorded in the currency in which the educational expenses are incurred, using the United Nations operational rate of exchange in effect on the date of payment of the advance.

III. Claims for payment of education grant

13. Claims for payment of the education grant should be submitted on form P.45. Claims should be submitted promptly upon completion of the school year or, if the staff member separates from service earlier, shortly before the date of separation from service. If the child's attendance ceases before completion of the school year,

the staff member should submit the claim within one month of cessation of the child's school attendance.

14. Late claims are subject to staff rule 3.17 and will be paid only if they are submitted within one year following the date on which the staff member would have been entitled to the payment of the grant.

15. The claim must be accompanied by written evidence of the child's attendance, education costs and the specific amounts paid by the staff member. Such evidence will normally be submitted on form P.41, which should be certified by the school. The same form is required where only the flat sum for board and the fixed rate for books are claimed. To avoid the prorating of grants relating to the flat sum for board or the fixed rate for textbooks, the certification date on the form should be no more than 10 days before the last day of attendance. The staff member should request the school to retain a copy of form P.41.

16. When it is not possible to submit form P.41, the staff member should submit a certificate of school attendance (form P.41/B) indicating the exact dates on which the school year began and ended and the dates of the child's attendance, together with receipted school bills, itemizing the various charges paid to the school, documentary proof of payment, including invoices, receipts or cancelled cheques and any other substantiating information requested in form P.41. These documents should be certified by a responsible official of the educational institution on its official stationery or on paper bearing its seal.

17. Neither form P.41 certified by the school nor the certificate of attendance should be changed in any way. Any revision or alteration may be cause for disciplinary action.

18. Expenditures that are not paid to the school and cannot therefore be certified on form P.41 by the school as having been paid may be claimed by attaching to form P.45 an explanation of the nature of the expenditure and substantiating original documentation (for example, invoices, receipts or cancelled cheques). If the certificate, other documentation and accompanying receipts are not in one of the working languages of the United Nations, a translation into one of those languages must be attached.

19. If the child of the staff member does not reside with the staff member, the staff member will be required to submit documentary proof, in the form of invoices, receipts, cancelled cheques on electronic funds transfer or bank transfer statements, that the flat sums for board and textbooks have been used for the purposes intended.

A. Admissible expenses

20. Admissible expenses are determined on the basis of the criteria contained in section 3 of administrative instruction ST/AI/2011/4. Expenses for full-time school attendance admissible under section 3.1 of the instruction are those that are paid directly to the school or are certified by the school as being necessary for school attendance. Annex I to the present circular provides a list of certain admissible expenses.

B. Boarding expenses

21. Boarding expenses are admissible under section 3.2 of administrative instruction ST/AI/2011/4:

(a) When a child attends an education institution outside the “duty station”, as defined by staff rule 3.9 (a) (iv);

(b) When a child attends an educational institution beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in the area would be suitable for the child.

22. Reference should be made to appendix B to the Staff Rules for the rules governing entitlements relating to school attendance and boarding expenses. The applicable monetary amounts are also reflected in appendix B to the Staff Rules for the school year in progress on 1 January 2013 with respect to:

(a) Maximum admissible educational expenses and maximum grant for disabled children (column 1);

(b) Maximum education grant (column 2);

(c) Normal flat rate when boarding is not provided (column 3);

(d) Additional flat rate for boarding (at designated duty stations) in respect of children attending school at the primary or secondary level (column 4);

(e) Maximum grant for staff members serving at designated duty stations (column 5);

(f) Calculation of maximum admissible education expenses (attendance only) (column 6). This applies to expenses incurred outside the duty station.

23. Entitlements applicable to education expenses incurred in relation to an exchange or sponsor programme outside the country of the student’s parent university should be calculated based on the maximum admissible expenses applicable to the currency of the country of the parent university, if the following conditions are met:

(a) The student normally attends the parent university;

(b) The exchange or sponsor programme is an accepted part of the studies at the parent university;

(c) The exchange or sponsor programme is clearly of a temporary nature and does not represent a whole curriculum abroad to obtain a degree; and

(d) The educational expenses are billed by the parent university in the currency of the country of the parent university.

If the above-mentioned conditions are not met, the maximum admissible expenses are determined by reference to the currency of the country in which the exchange or sponsor programme is undertaken.

Attendance at an educational institution outside the duty station

24. Where the educational institution provides board, 75 per cent of the allowable costs of attendance and of the costs of board is payable, up to the maximum

admissible educational expenses per year indicated in column 1 of the table, with a maximum grant per year indicated in column 2.

25. Where the educational institution does not provide board, a flat sum indicated in column 3 of the table plus 75 per cent of the allowable costs of attendance indicated in column 6 are payable, up to a maximum grant per year indicated in column 2.

Attendance at an educational institution at the duty station

26. Seventy-five per cent of the allowable costs of attendance per year is payable, up to the maximum indicated in column 1 of the table, with a maximum grant as indicated in column 2.

27. Where the educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant is calculated at the same rates as specified in paragraphs 24 and 25 above. For this purpose, the decision to exceptionally allow payment of boarding expenses for attendance at a school beyond commuting distance from the area where the staff member is serving and where no school in that area would be suitable for the child shall be made by the Assistant Secretary-General for Human Resources Management.

Attendance at an educational institution at the primary or secondary level outside the duty station when staff serve at designated duty stations with inadequate or no educational facilities

28. Where the educational institution provides board:

(a) One hundred per cent of the costs of board is payable, up to the maximum indicated in column 4 of the table; and

(b) Seventy-five per cent of the allowable costs of attendance and of any part of the costs of board in excess of the amount indicated in column 4 are payable, with a maximum reimbursable amount as indicated in column 5.

29. Where the educational institution does not provide board:

(a) A flat sum for board is payable, as indicated in column 4 of the table; and

(b) Seventy-five per cent of the allowable costs of attendance indicated in column 1 of the table is payable, with a maximum reimbursable amount as indicated in column 5.

C. Textbook expenses

30. Expenses for textbooks are admissible and will be paid in accordance with the provisions of sections 3.3 and 4.4 of administrative instruction ST/AI/2011/4. To that effect, staff members are required to obtain from the educational institution a certification on form P.41 that the textbooks have not been provided free of charge.

31. Admissible expenses for textbooks shall be reimbursed up to a maximum of 75 per cent of the following fixed rates:

(a) $210 for a child at the primary level;

(b) $420 for a child at the secondary level;

(c) $840 for a child at the post-secondary level.

No additional supporting evidence is required if the staff member claims the reimbursement for textbooks at or below the fixed rate.

32. When it is not possible to submit form P.41, textbook expenses may be claimed upon certification by the staff member in form P.45 that the textbooks were not provided free of charge. If the actual amount spent on textbooks is greater than the fixed amount provided in paragraph 31 above, form P.41/C completed by the educational institution will be required for reimbursement of expenses for textbooks. In those cases, the staff member is required to retain a list of prescribed textbooks and receipts documenting their purchase, in accordance with section 9.2 of administrative instruction ST/AI/2011/4, so that they may be produced for review, audit or investigation.

D. Expenses for private tuition in the mother tongue

33. Expenses for private tuition in the mother tongue are admissible when all the conditions of section 3.4 of administrative instruction ST/AI/2011/4 are met, namely:

(a) Private tuition is given by a qualified teacher who is certified in the language of instruction and is not a member of the staff member's family;

(b) The staff member serves in a country whose language is not his or her mother tongue;

(c) The child attends a local school in which the language of instruction is not the staff member's mother tongue.

34. A request for reimbursement for tuition in the mother tongue must be accompanied by:

(a) A certificate of tuition in the mother tongue (form P.41/A, Certificate of tuition in the mother tongue), certified by the educational institution or tutor. A certified copy of the form should be retained by the educational institution or tutor;

(b) Evidence to sufficiently document payments actually made, such as original cancelled cheques, copies of original cheques accompanied by bank statements to verify the payments made to the tutor or to the educational institution, money order receipts or bank transfer receipts accompanied by an explanatory affidavit. It should be noted that receipts or other written confirmation of cash payments are not acceptable as proof of payment;

(c) Certificate of full-time school attendance (form P.41, Certificate of attendance and costs and receipt for payments, or form P.41/B, Certificate of school attendance);

(d) In the case of private tuition, evidence that the tutor is certified in the language of instruction.

E. Non-admissible expenses

35. Section 3.5 of administrative instruction ST/AI/2011/4 lists certain expenses that are non-admissible because they are neither expenses for full-time school attendance that are paid directly to the school nor certified by the school as being necessary for school attendance. Section 3.5, however, provides for exceptions allowing certain non-admissible expenses to be considered admissible when a number of conditions are met. For instance, expenses for summer courses are normally non-admissible but may exceptionally be considered admissible as expenses for the prior school year when the summer courses are a prerequisite for further attendance during the regular school year and are required for the school's regular diploma. In such a case, form P.41/D must be completed and certified by the educational institution indicating that the summer course(s) for the prior school year was/were a prerequisite for further attendance during the subsequent regular school year and required for the school's regular diploma. Other non-admissible expenses include, but are not limited to, those set out in annex I.

F. Scholarship, bursary or similar grant

36. Staff members are required to disclose all scholarships, bursaries or similar grants in a statement attached to form P.45. Financial assistance in the form of scholarship, bursary or similar grant should be certified on form P.41 by the educational institution.

37. As provided in section 3.6 of administrative instruction ST/AI/2011/4, the amount of the scholarship, bursary or similar grant is initially applied towards the non-admissible expenses reflected on form P.41.

38. If the amount of the scholarship, bursary or similar grant does not exceed the non-admissible educational expenses, the education grant is calculated on the basis of the total admissible expenses.

39. If the amount of the scholarship, bursary or similar grant exceeds the non-admissible expenses, the excess amount is deducted from the admissible expenses. The education grant is then calculated on the basis of the remaining admissible expenses.

40. Loan proceeds paid to the educational institution by the staff member should be included in the payments section of form P.41 in order for those payments to be taken into consideration in calculating the entitlement to the education grant.

41. Pursuant to section 3.7 of administrative instruction ST/AI/2011/4, in cases where the child is studying in a school located in the country of the staff member's duty station, the cost of the child's rental accommodation outside the school campus that is not certified by the school as an education expense on the P.41 form shall remain a non-admissible education expense which cannot be adjusted against scholarships, bursaries and similar grants.

IV. Death of a staff member after the beginning of the school year

42. Staff rule 3.9 (f) and section 8.1 (f) of administrative instruction ST/AI/2011/4 provide that no prorating of the amount of the grant will be required when the staff member dies while in service after the beginning of the school year and the entitlement to education grant travel will continue until the end of the school year and may be authorized for travel between the educational institution and the duty station or another location, subject to the maximum expenses allowed under section 8.1 (d) of the instruction.

43. As a result:

(a) There will be no prorating or disqualification in respect of any element of the education grant to which the staff member would have been entitled had he or she lived to the end of the school year, including boarding expenses or a flat sum for board and education grant travel;

(b) When processing the separation personnel action form or form P.35 (Personnel payroll clearance action), as applicable, there should be no automatic recovery which would have resulted from prorating the amount of the grant based on a period of service shorter than the normal school year;

(c) All relevant forms may be completed by the surviving spouse or the legal representative of the child for whom the education grant or education grant travel is paid, or by the child if 18 years of age or older.

V. Travel arrangements and claims

44. Education grant travel should be requested on form P.66 (Request for education grant travel). The conditions for education grant travel are set out in section 8 of administrative instruction ST/AI/2011/4. When the request is approved, a travel authorization will be issued specifying the school year to which the travel is related and the mode, route and dates of travel.

45. Staff members are not allowed to make a direct purchase of the travel tickets without specific prior authorization.

46. If it is not possible for the child to travel to the duty station on education grant travel, either the staff member or his or her spouse may undertake return travel at the expense of the Organization between the duty station and the place of study of one child, subject to the conditions set out in section 8.7 of administrative instruction ST/AI/2011/4. Except for staff members assigned to a non-family duty station, in the case of a staff member with two or more children entitled to education grant travel, both the staff member and his or her spouse may undertake return travel at the expense of the Organization, subject to the same conditions. Pursuant to section 12 of administrative instruction ST/AI/2013/3, or as amended, regarding official travel, for the purposes of education grant travel by air, staff members may opt for a lump-sum payment. Staff members opting for the lump-sum payment should follow the procedures for the exercise of the lump-sum option for travel by air set out in paragraphs 8 to 14 of information circular ST/IC/2001/43, or as amended.

47. Within two weeks of completion of the child's education grant travel, the staff member must submit a travel claim on form F.10 (Voucher for reimbursement of expenses) to the executive or administrative officer concerned, regardless of whether any claim for reimbursement of the education grant has been made. Submission of form F.10 is required to verify that travel has been undertaken as authorized, as well as for the purpose of certification of the travel expenses for which reimbursement is claimed.

48. Form F.10 should be accompanied by the original travel authorization, ticket stubs and receipts for all expenses for which reimbursement is claimed.

49. If a child exercised education grant travel in a previous school year, no new education grant travel will be authorized before the claim for the prior travel has been approved.

VI. Claims for payment of special education grant

50. Claims for payment of the special education grant should be submitted on form P.45.

51. When the child is not in school attendance, such claims should be submitted annually within one month of the end of the standard school year in the staff member's duty station. When the child is in school attendance, claims should be submitted in accordance with paragraph 13 above. If the staff member separates from service earlier, a claim should be submitted shortly before separation from service.

52. A medical certificate attesting to the disability that gives rise to the claim for payment of the special education grant must accompany the claim. The certifying officer should submit the medical certificate to the Medical Director or designated medical officer who will determine, based on prevailing medical standards, the acceptability of the certificate for the purpose of the special education grant and the date on which the entitlement should be reviewed on medical grounds.

53. The staff member is also required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child, including those that may be obtained from State and local governments and from the United Nations contributory medical insurance plans. The amount of the expenses used as the basis for the calculation of the special education grant is reduced by the amount of any benefits to which the staff member is entitled.

54. The provisions of the present circular relating to education grant advances, claims for payment of the education grant and travel arrangements should be followed when making those claims under the special education grant entitlement.

VII. Final provisions

55. The present circular supersedes information circulars ST/IC/2005/25 and ST/IC/2013/35 of 12 May 2005 and 30 December 2013, respectively.

Annex I

List of certain admissible and non-admissible expenses

Expenses which do not qualify as admissible expenses, as defined in section 3.1 of administrative instruction ST/AI/2011/4, are considered non-admissible expenses. Admissible and non-admissible expenses include, but are not limited to, the following expenses, subject to the conditions set forth in section 3.5 of the instruction:

Admissible expenses	*Non-admissible expenses*
Activities fee	After-school programme
Admission fee	Annual fee/donations/voluntary contributions
Application fee (one time for college only)	Arts and crafts
Athletic fee	Band
Board (if school is outside the duty station)	Board (if school is within duty station)
Book rental (if fixed amount for books is not requested)	Camp (summer)
Books/textbooks	Comprehensive fee
Building levy/fund/fee	Computers (purchase of)
Camp (not summer)	Contributions for educational materials
Capital levy fee/fund	Credit check/report
College/union fee	Damages
Counselling fee	Deposit (refundable)
Course fee	Donations/contributions
Curriculum (support) fee	Driver’s education
Diploma fee	Equipment (non-mandatory)
Examination fee	Extracurricular activities (non-mandatory)
Facility improvement fee	Field trips (non-mandatory and those beyond commuting distance)
Field trips (within commuting distance only)	Entertainment
First-time parents fee	General fee
Graduation fee	Government fee (all types)
Handbook fee	Graduation gown
International Baccalaureate exam fee (one time only)	Haircuts
Investigative skills assessment	Health insurance

Admissible expenses	*Non-admissible expenses*
Laboratory fee	Heating fee (at boarding school)
Library fee	Identification card fee
Lunch (if provided by primary/secondary school)	Instruments (e.g. purchase of musical instrument, calculator, microscope, etc.)
Matriculation fee	Insurance
National Association of Independent Schools fee	Late fee
Orientation fee	Laundry fee (at boarding school)
Physical education/gym fee	Lunch (if provided by post-secondary school)
Preliminary Scholastic Assessment Test fee (one time only)	Medical examinations/expenses
Registration fee	Newspapers and magazines
Rental fees (computers, musical instruments, equipment)	Parent-teacher association fee/dues
Scholastic Assessment Test or American College Test fee (one time only)	Pictures (photographs)
Science fee	Reference books
Student union fee (if mandatory)	School fee/tax
Technology fee	School publications
Term fee	Sports (judo, swimming, riding, skiing, etc.)
Test of English as a Foreign Language fee (one time only)	Sports/club membership
Transportation (group transportation to and from school)	Sports equipment
Tuition	Stationery
University fee	Student activities (optional)
Visual education fee	Student union dues/fee
Yearbook	Supplies
	Teachers’ fund
	Transportation (public bus/train, private car/taxi)
	Tuition refund plan
	Uniforms

Annex II

Forms to be used in the preparation of claims for the education grant and the special education grant

The following forms required to submit a claim related to the education grant are included in the present annex for ease of reference of staff members:

Form P.41	Certificate of attendance and costs and receipt for payments
Form P.41/A	Certificate of tuition in the mother tongue
Form P.41/B	Certificate of school attendance (to be used only when it is not possible to submit form P.41)
Form P.41/C	Certificate of prescribed textbooks and receipt for amount paid
Form P.41/D	Certificate of attendance in summer course
Form P.45	Request for payment of education grant and/or advance against education grant
Form P.66	Request for education grant travel
Form F.10	Voucher for reimbursement of expenses

UNITED NATIONS NATIONS UNIES

CERTIFICATE OF ATTENDANCE AND COSTS AND RECEIPT FOR PAYMENTS

A. TO BE COMPLETED BY THE UNITED NATIONS STAFF MEMBER (*complete items 1-4*)

1. Name of Staff Member *(Parent)*:
2. UN Index Number
3. Name of Child *(Student)*:
4. Child's Date of Birth: *(dd/mm/yyyy)*

B. TO BE FULLY COMPLETED BY EDUCATIONAL INSTITUTIONS ONLY

To: Educational Institutions attended by a child of a United Nations staff member.

For your information, staff members of the United Nations are entitled, under certain conditions, to an education grant. This form has been devised to assist in determining their entitlement and in establishing the amount of the grant. Your cooperation in completing this form will be much appreciated. Please note that the information on this form shall cover **one school year only!**

Please return the original to the staff member and retain a copy for your files. This may also facilitate confirmation of the information which is performed by the United Nations on a periodic and routine basis.

1 The **school year** began: _____ *(day, month, year)* and ended: _____ *(day, month, year)*

2. The **student attended school** from: _____ *(day, month, year)* to: _____ *(day, month, year)*

3. Was the student in **full time school attendance**? ☐ Yes ☐ No Remarks:

4. The student was in **grade/level/class/form**:

5. Student **ID Number**:

6. Were all **textbooks** provided by the school at no additional cost?	☐ Yes	☐ No		
7. Did the institution provide **food and lodging** to student?	☐ Yes	☐ No	If yes, the cost was	
8. If not, did the institution charge for a **lunch programme**?	☐ Yes	☐ No	If yes, the cost was	
9. Was daily group **transportation** provided by or through the institution?	☐ Yes	☐ No	If yes, the cost was	

10. The institution charged the following **expenses** *(Please indicate the currency)*:

(a) **Admission Fee**: _____ (b) **Registration Fee**: _____ (c) **Tuition**: _____ (d) **Examination/Diploma Fee**: _____

(e) List other **mandatory expenses** charged by the institution.*

(f) List any **optional expenses** elected by the student.*

11. If applicable, the amount of **non-UN scholarship, grant(s) or any financial assistance** *(excluding loans)*:

12. The UN Staff member (Parent) made the following **payments** *(including loan payments)* to the institution.*

Currency, amount and date	*Currency, amount and date*	*Currency, amount and date*	*Currency, amount and date*

13. School name and address:

14. Telephone No.:
15. Fax No.:
16. E-mail address:

17. Name and Title of Officer authorized to sign on behalf of Educational Institution:

18. Signature of Officer:

Date:

19. SEAL of Educational Institution:	

If necessary, please itemize on a separate attached sheet and ensure that it is initialled by the Signatory.

P.41 (4-14)-E

UNITED NATIONS NATIONS UNIES		**CERTIFICATE OF TUITION IN THE MOTHER TONGUE** **ATTESTATION CONCERNANT L'ÉTUDE DE LA LANGUE MATERNELLE**

Name of child / *Nom de l'enfant*	Name of staff member / *Nom du fonctionnaire*	ID # / *Numéro de la carte d'identité*

To: Educational institution or tutor

Staff members of the United Nations are entitled, under certain conditions, to payment of an education grant. Subject to some requirements, the cost of tuition in the mother tongue is taken into account for the purposes of the grant. This form has been devised to assist in determining the costs incurred by the staff member for such tuition and must be accompanied by cancelled cheques or copies of original cheques accompanied by bank statements. Your cooperation in completing this form will be much appreciated. Please return the original to the staff member and retain the copy for your files. This may also facilitate confirmation of the information, which is performed by the United Nations on a periodic and routine basis.

Destinataires : L'établissement d'enseignement ou le professeur

Les fonctionnaires de l'ONU ont droit, sous réserve de certaines conditions, à une indemnité pour frais d'études. Sous réserve aussi de diverses conditions, le coût de l'enseignement de la langue maternelle entre en ligne de compte pour le calcul de l'indemnité. La présente formule a pour objet de déterminer les frais que cet enseignement a entraînés pour le fonctionnaire. Vous devez y joindre les chèques payés et oblitérés ou une copie des chèques originaux accompagnée des relevés bancaires correspondants. Le concours que vous prêterez en remplissant la formule sera vivement apprécié. Veuillez retourner l'original au fonctionnaire de l'ONU et conserver le double dans vos dossiers. Cette formule pourra aussi aider l'ONU dans ses vérifications ordinaires périodiques.

This is to certify that (child's name) _____ received tutoring in the _____ language
Je certifie que (nom de l'enfant) *a suivi des cours de (langue enseignée)*

during the period from (day/month/year) _____ until (day/month/year) _____.
pendant la période du (jour/mois/année) *au (jour/mois/année)*

He/she was taught / *L'enfant a suivi des cours*

daily/*chaque jour* _____ (yes/no) *(oui/non)* from/*de* _____ (am/pm) *(heures)* to/*à* _____ (am/pm) *(heures)*, or/*ou*
weekly/*chaque semaine* _____ (no. days/*nombre de jours*) from/*de* _____ (am/pm) *(heures)* to/*à* _____ (am/pm) *(heures)*, or/*ou*
monthly/*chaque mois* _____ (no. days/*nombre de jours*) from/*de* _____ (am/pm) *(heures)* to/*à* _____ (am/pm) *(heures)*.

Total number of lessons for the year: _____.
Nombre total de leçons durant l'année:

The tuition was on a group ☐ or individual ☐ basis. (Please check one.) The tuition fees were _____ per hour/lesson.
S'est-il agi de cours collectifs ☐ *ou de leçons particulières?* ☐ *Le tarif a été de* *l'heure/la leçon.*

(For instruction by a private tutor, please attach evidence of your certification as a teacher of the language of instruction)
(Dans le cas de leçons particulières, joindre votre certificat d'aptitude à l'enseignement de la langue concernée)
Is the private tutor a member of the staff member's family ? Yes ☐ or No ☐
(Est-ce que l'enseignant des cours particuliers est membre de la famille du fonctionnaire?) Oui ☐ *Non* ☐

(Please attach a brief statement on the child's linguistic ability in this language.)
(Veuillez joindre une brève description des capacités de l'enfant dans la langue enseignée.)

Payments were made by the staff member to the institution or tutor as follows. (Please indicate currency, amount and date of each payment.)
Le fonctionnaire a acquitté à l'établissement ou au professeur les montants ci-après (veillez à toujours préciser la monnaie et la date).

Currency, amount and date *Monnaie, montant et date*	Currency, amount and date *Monnaie, montant et date*	Currency, amount and date *Monnaie, montant et date*	Currency, amount and date *Monnaie, montant et date*

PLEASE COMPLETE ALL SECTIONS AND ENSURE THAT ANY ATTACHMENTS OR CORRECTIONS ARE INITIALLED BY THE SIGNATORY. (FOR PRIVATE TUTOR, PLEASE PROVIDE EVIDENCE OF YOUR CERTIFICATION IN THE LANGUAGE OF INSTRUCTION)
IMPORTANT:
VEILLEZ À CE QU'IL SOIT RÉPONDU À TOUTES LES QUESTIONS ET À CE QUE TOUTE PIÈCE JOINTE OU CORRECTION SOIT PARAPHÉE PAR LE SIGNATAIRE. (DANS LE CAS DE LEÇONS PARTICULIÈRES, JOINDRE VOTRE CERTIFICAT D'APTITUDE À L'ENSEIGNEMENT DE LA LANGUE CONCERNÉE)

SEAL of educational institution (if applicable) *CACHET de l'établissement d'enseignement (le cas échéant)*	Name and title of officer signing on behalf of institution or of tutor / *Nom et qualité de l'administrateur ayant la signature ou du professeur*	
	SIGNATURE :	
	School address / *Adresse de l'établissement*	Telephone no. / *Numéro de téléphone* (home / *domicile*): (work / *bureau*):
	Tutor's address / *Adresse du professeur*	

ORIGINAL + 1 copy/1 copie

P.41/A (4-14)

UNITED NATIONS NATIONS UNIES

Certificate of School Attendance

For the School Year

(Please type or print all information legibly)

This is to certify that _____
(Name of Child)

son/daughter of _____
(Name of Staff Member)

was in ***full-time attendance*** *at* _____
(School/College/University)

and regularly attended class in the _____ *grade*
(Form, Level or Class)

from _____ to _____
(Day) (Month) (Year) (Day) (Month) (Year)

The actual school year began on _____
(Day) (Month) (Year)

and ended on _____.
(Day) (Month) (Year)

Signature:_____

SEAL OF
EDUCATIONAL INSTITUTION

_____
Name and Title of officer
signing on behalf of educational institution

Date: _____
Place: _____

For United Nations Use only:

Name of Staff Member	Index No.	Dept/Div/Office

P.41/B (4-14)

UNITED NATIONS NATIONS UNIES		CERTIFICATE OF PRESCRIBED TEXTBOOKS AND RECEIPT FOR AMOUNT PAID *ATTESTATION CONCERNANT LES MANUELS PRESCRITS ET LEUR COÛT*	
Name of Child/*Nom de l'enfant*		Name of Staff Member/*Nom du fonctionnaire*	Student ID No. (if applicable)/*Numéro (le cas échéant) de la carte d'identite scolaire ou universitaire*

To: Educational Institutions attended by children of United Nations staff members.

Staff members of the United Nations are entitled, under certain conditions, to an education grant. One of the educational costs which is taken into account for the purposes of the grant is the cost of textbooks. This form has been devised to assist in determining the amount paid (separate from tuition) for prescribed textbooks. Your cooperation in completing this form will be much appreciated. Please return the original to the staff member and retain a copy for your files. This may also facilitate confirmation of the information which is performed by the United Nations on a periodic and routine basis. If the books have not been bought through a school bookstore, etc., please strike through the lines set aside for "Amount Paid" as the staff member will provide relevant receipts.

Destinataires: Les établissements d'enseignement fréquentés par les enfants de fonctionnaires de l'Organisation des Nations Unies

Les fonctionnaires de l'ONU ont droit, sous réserve de certaines conditions, à une indemnité pour frais d'études. L'un des éléments des frais scolaires ou universitaires qui entre en ligne de compte pour calculer cette indemnité étant le coût des manuels, la présente formule a pour objet d'aider à déterminer le montant acquitté (indépendamment des frais de scolarité ou d'université) pour les manuels prescrits. Le concours que vous prêterez en la remplissant sera vivement apprécié. Veuillez retourner l'original au fonctionnaire de l'ONU et conserver le double dans vos dossiers. Cette formule pourra aussi aider l'ONU dans ses vérifications ordinaires périodiques. Si les manuels n'ont pas été achetés dans votre établissement, tirez un trait dans la colonne "Prix acquitté", attendu que le fonctionnaire fournira les reçus voulus.

List of Textbooks prescribed by the Educational Institution/*Liste des manuels prescrits par l'établissement d'enseignement*	
TITLE/*TITRE*	**AMOUNT PAID/*PRIX ACQUITTÉ***
TOTAL	

SEAL of Educational Institution

CACHET de l'établissement d'enseignement

Name and Title of Officer signing on behalf of Educational Institution/*Nom et qualité de l'administrateur ayant la signature*	
SIGNATURE:	DATE: (day/month/year)
School name & address/*Nom & adresse de l'établissement*	Telephone No./*No de téléphone*

P.41/C (4-14)

UNITED NATIONS NATIONS UNIES

Certificate of Attendance in Summer Course

For the School Year

(Please type or print all information legibly)

This is to certify that _____,
(Name of Child)

son/daughter of _____,
(Name of Staff Member)

was ***required to attend summer courses as a prerequisite*** *for further attendance during the subsequent regular school year* ***and*** *for the school's regular diploma at:*

_____
(School/College/University)

The student's level of instruction was: _____
(Grade/Class/Form/Level)

The summer course(s) attended was/were:

(a) _____
(b) _____
(c) _____
(d) _____

from _____ to _____
(Day) (Month) (Year) (Day) (Month) (Year)

The actual school year began on _____
(Day) (Month) (Year)

and ended on _____.
(Day) (Month) (Year)

SEAL OF
EDUCATIONAL INSTITUTION

Signature:_____

_____
Name and Title of officer
signing on behalf of educational institution

Date: _____
Place: _____

For United Nations Use only:

Name of Staff Member	Index No.	Dept/Div/Office

P.41/D (4-14)

UNITED NATIONS NATIONS UNIES

REQUEST FOR PAYMENT OF EDUCATION GRANT AND/OR ADVANCE AGAINST EDUCATION GRANT

INSTRUCTIONS: All applicants must complete Part I and Part II of this form. Applicants for Payment of Education Grant must complete Part III. Applicants for Advance against the Education Grant must complete Part IV. Submit original to your Human Resources Officer.

Instructions for Part III, Textbooks: Textbook expenses may be claimed only if textbooks were not provided free of charge. If so, select one option — fixed amount or actual amount spent. If actual amount spent option is selected and the amount is greater than the fixed amount (i.e. $210 at the primary level, $420 at the secondary level, and $840 at the post-secondary level), attach form P.41/C completed by the educational institution and provide relevant receipts if the books were not bought through the school bookstore.

Instructions for Part IV: For each child, if a grant was paid for the previous year, this advance will automatically be paid at 100 per cent of the previous year's grant. If you anticipate a lower grant than the previous year, indicate the lower amount in item IV (c). If no grant was paid for the previous year, or if you request a higher amount than the previous year, indicate the amount in item IV (c), and attach documentation to substantiate the amount requested.

REQUEST AND CERTIFICATION

I request an advance against the education grant for the next school year to ; AND/OR claim the education grant for the scholastic year to as shown in Parts III and IV of this form. I understand that there is no obligation to make payments ahead of the schedule established by the school and that this advance will be recovered from my salary if the required documentation is not submitted.

I have disclosed all scholarship(s), bursary or similar grant(s) in respect of the child/children. I have not claimed expenses related to textbooks if textbooks were provided free of charge. I understand that, if anticipated costs on the basis of which the advance was granted become lower, I am required to notify the Organization promptly.

I certify that the statements made by me, and the information provided by me on this form and the attached documentation are true and complete to the best of my knowledge and belief; and that no other education grant is being paid in respect of the child/children for the periods indicated.

Signature of Staff Member: …… Date: ……
(dd/mm/yyyy)

*** To print page 2, turn over this page and manual feed your printer. Please note that for the claim to be valid, it must be submitted on a double-sided form.**

P.45 (4-14)-E

UNITED NATIONS		REQUEST FOR PAYMENT OF EDUCATION GRANT AND/OR ADVANCE AGAINST THE EDUCATION GRANT

II. Staff Member: *Follow instructions on page 1. Parts I and II must be completed.*

Last Name of Staff Member	First	Mid. Initial	Index No.	Level	Dept. or Div.	Ext.	Room No.

Type of Appointment	Expiry Date	Entrance on Duty Date (d/m/y)	Home Country	Duty Station	Type of U.S. Visa

Child's Name			
Date of Birth (d/m/y)			
Name of School or University attended			
Location of School (City, Country)			
Level of Instruction (Class or Grade)			

III. Request for Education Grant

School Year (From – To)	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year
Child attended School (From – To)	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year
Actual Cost (Attach P.41 and/or other receipts)	Currency and amount	Currency and amount	Currency and amount
Textbook Cost: Elect one option. Read instructions on page 1.	Check box for fixed amount ☐ OR Specify Amount US$	Check box for fixed amount ☐ OR Specify Amount US$	Check box for fixed amount ☐ OR Specify Amount US$
Tuition in Mother Tongue (Attach P.41/A)	Currency and amount	Currency and amount	Currency and amount
Other Private Tuition	Currency and amount	Currency and amount	Currency and amount

IV. Request for Advance against the Education Grant

School Year (From – To)	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year	Day/Month/Year – Day/Month/Year
Choose one (b or c) 100% of last year (Check box)	☐	☐	☐
(c) First advance / higher amount than previous year	US$	US$	US$

FOR OFFICIAL USE OF OHRM

School Location	DUTY STN. ☐ HOME CTRY ☐ OTHER CTRY ☐	DUTY STN. ☐ HOME CTRY ☐ OTHER CTRY ☐	DUTY STN. ☐ HOME CTRY ☐ OTHER CTRY ☐
Admissible Cost			
Maximum Entitlement (if prorated)			
Advance requested in Part IV authorized			

Staff member entitled as above. For the ASG, OHRM: (Print Name & SIGN)	Date:

FOR OFFICIAL USE OF OPPBA

Flat Sum for Board			
Cost of Attendance (including/excluding board)	X 75% =	X 75% =	X 75% =
Total Entitlement per Child	US$	US$	US$
GRAND TOTAL:	**LESS: Advance Outstanding**	**Net Payment (US$):**	
Examiner: OPPBA (Print name & SIGN)			Date:

P.45 (4-14)-E

UNITED NATIONS NATIONS UNIES

REQUEST FOR EDUCATION GRANT TRAVEL

I. To be prepared by STAFF MEMBER and submitted, in advance of travel, to

OPERATIONAL SERVICES DIVISION/OHRM

Last Name of Staff Member	*First*	*Mid. Initial*	*Entrance on duty date (dd,mm,yyyy)*	*Type of appointment, and, if fixed-term, expiry date: (dd,mm.yyyy)*

Home Country:	*Duty Station:*	*Department or Division:*	*Level:*	*Room No.*	*Phone Ext.*	*Type of U.S. Visa*

Child's Name.....									
Child's Date of Birth (dd,mm,yyyy).....									
Name of School or University attended									
Location of School: ***CITY.....***									
COUNTRY.....									
	(day)	*(month)*	*(year)*	*(day)*	*(month)*	*(year)*	*(day)*	*(month)*	*(year)*
School Year ***BEGINS*** *on.....*									
ENDS *on.....*									
Child attending School ***FROM*****.....**									
TO**.....**									
Child's travel requested FROM: (Place of Departure).....									
TO: (Destination).....									
	(day)	*(month)*	*(year)*	*(day)*	*(month)*	*(year)*	*(day)*	*(month)*	*(year)*
Intended Departure Date.....									
Intended Return Date									
Date of Child's last education grant travel:									
Staff Member's last official travel on home leave or to visit dependants ended				*Staff Member's next home leave or travel to visit dependants due in.....*					

I hereby certify that the information furnished by me on this form is true to the best of my knowledge and belief and I claim the education grant travel in respect of my child/children to which I am entitled on the basis of this information.

INDEX NO.	Signature of Staff member	Date (d/m/y):

II. To be completed by HUMAN RESOURCES OFFICER and forwarded to EXECUTIVE OFFICER

I hereby certify the entitlement of the staff member to one round trip/one-way travel between the educational institution attended by the child and the staff member's duty station at a cost not to exceed cost of travel between staff member's place of home leave and duty station as follows:

Name of Child	Authorized Place of Departure	Authorized Destination	Approximate Departure Date (dd/mm/yyyy)	Approximate Return Date (dd/mm/yyyy)

ATTENTION EXECUTIVE OFFICER: ***ANY MAJOR DEVIATION FROM AUTHORIZED ITINERARY OR DATES OF TRAVEL SHOULD BE BROUGHT TO THE ATTENTION OF THE HUMAN RESOURCES OFFICER BEFORE TRAVEL AUTHORIZATION IS ISSUED.***

REMARKS:	
(Date)	(For the Assistant Secretary-General for Human Resources Management) Name and Title:

Original – Executive Office Copy to: OSD/OHRM Staff Member P.66 (4-14)-E

UNITED NATIONS NATIONS UNIES

VOUCHER FOR REIMBURSEMENT OF EXPENSES

To be completed by Finance:	Cheque No.	Examiner:	Currency:	Voucher No.:
Amount:	Bank No.	Approving Officer:	Country:	Date:

To be completed by the Claimant (Please type or print)

Payee:	Index no.:	Category:

Reimbursement				
☐ Reimbursement through Payroll			Duty Station:	
☐ Direct deposit to Bank Account:	Bank name & account no:		Dept./Div./ Office:	
and Payee Advice to be mailed to:	Mail address or room no:		Travel Req./ PT 8/ Aut. no.:	
☐ Cheque to pick up from Cashier's office:	Your e-mail and phone no:		Account/BAC no.:	
☐ Cheque to be mailed to:	Mail address:			

DATE (d/m/y)	At-tach-ment No.	DESCRIPTION OF EXPENSES *Tickets purchased, Terminal Expenses, Telegrammes, Taxis, Authorized excess baggage, unaccompanied shipments etc.*	LOCAL CURRENCY	EXCHANGE RATE	U.S.$ EQUIVALENT	*For official use only* APPROVED AMOUNT
			TOTAL TRAVEL ALLOWANCE (*See next page*)			

I claim the subsistence and terminal expenses in connection with the journey (as indicated on the reverse side hereof), which I certify to have been made as authorized. I certify that all amounts claimed either represent actual disbursements made by me or, if standard rates were applied, agree with my entitlements. I further certify that dependants indicated, actually travelled as shown.

Signature of Claimant: _____ *Date: (d/m/y)* _____

This claim is in conformity with the journey as actually authorized. Payment of subsistence and/or transit allowances is approved for all official stopovers and necessary travel time reported by the Claimant on the reverse side, except as otherwise noted by me.

☐ NO EXCEPTIONS ☐ FINAL CLAIM ☐ FOR EXCEPTIONS, SEE next page

Name and Signature of Admin./Certifying Officer: _____ *Date: (d/m/y)* _____

TOTAL	
LESS ADVANCES	
BALANCE DUE TO UN IF ANY	
NET PAYMENT	

GENERAL ACCOUNT	AMOUNT (U.S.$) Dr. or Cr.*	ALLOTMENT ACCOUNT	LIQUIDATION AMOUNT	OBLIGATION DOCUMENT	DESCRIPTION/I.O.V.

Total Debits	Total Credits		Total Liquidations		

*Indicate by brackets

Submit original claim to UNHQ/OPPBA

(Continued on next page)

TO BE COMPLETED BY CLAIMANT

PLEASE TYPE or PRINT: Extra sheets should be attached with full explanation of lengthy or involved travel. Submit a separate Form F.10 if eligible dependants have itineraries that differ from yours. Subsistence may be subject to a reduction after 60 days under Staff Rules.

Do you have eligible dependants residing with you at your official duty station?
Yes ☐ No ☐

ANNUAL LEAVE TO BE CHARGED:

DAYS

For Official use only

Remarks: List names and ages of dependants

CITY AND COUNTRY OF DEPARTURE AND ARRIVAL	MODE OF TRAVEL *Air, Ferry, Rail, Official/Personal/ Hired Car, Bus, Taxi*	DATE DAY/ MONTH/ YEAR	HOUR*	Indicate whether UN or GOVT. vehicle was made available at DEP and/or ARR **Yes or No**	Indicate number of days that **Accommodation** or **Meals** were provided		*COMMENTS OF ADM./CERTIFYING OFFICER REGARDING STOP-OVERS, DELAYS, ETC.*
DEP.:					Accommodation Meals		
ARR.:					Accommodation Meals		
	Official ☐	Personal ☐					
DEP.:					Accommodation Meals		
ARR.:					Accommodation Meals		
	Official ☐	Personal ☐					
DEP.:					Accommodation Meals		
ARR.:					Accommodation Meals		
	Official ☐	Personal ☐					
DEP.:					Accommodation Meals		
ARR.:					Accommodation Meals		
	Official ☐	Personal ☐					
DEP.:					Accommodation Meals		
ARR.:					Accommodation Meals		
	Official ☐	Personal ☐					
DEP.:					Accommodation Meals		
ARR.:					Accommodation Meals		
	Official ☐	Personal ☐					

**HOUR should indicate time of departure from or arrival at airports, piers or railroad stations. Any deviation from itinerary and standards of accommodation authorized, and any stopover not authorized thereby must be supported by full explanation; otherwise your claim may be reduced.*	**NOTICE TO TRAVELLER: All receipts for transportation and excess baggage, used air transportation stubs and any unused transportation tickets and excess baggage coupons (MCO's) must be returned to the United Nations together with the original Travel Authorization and attached to the claim.**	

REMARKS: *(List here attached unused tickets by stating ticket Number and the route covered by the ticket.)*	***Total Travel Allowance in U.S. $ ……***		
	For Official use only:	*Value of MCO's received:*	*U.S.$*
		Value of MCO's used:	*U.S.$*
		BALANCE OF MCO's to be returned to the U.N.:	*U.S.$*
	Initial: Date:	The balance of the MCO's is represented by the following coupon numbers:	

F.10 (8-04)-E