



Secretariat

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ADMINISTRATIVE INSTRUCTION

UN COLLECTION

To: Members of the staff

From: The Assistant Secretary-General for Personnel Services

Subject: EDUCATION GRANT AND SPECIAL EDUCATION GRANT
FOR DISABLED CHILDREN

I. EDUCATION GRANT

1. This administrative instruction revises and supersedes the previous instructions on (a) education grant, contained in ST/AI/181/Rev.6 and Add.1 and Amend.1, and (b) the special education grant for disabled children, contained in ST/AI/266/Rev.1 and Amend.1 and Corr.1. Its main purposes are to clarify and streamline the procedures for all education grant payments and to improve internal control in the administration of the grants. It also includes amendments effective 1 January 1986 to implement the decision taken by the General Assembly in its resolution 40/244 concerning the special education grant for disabled children. The relevant provisions of staff rule 103.20 concerning the special education grant will be amended as appropriate to reflect these changes.

2. Particular attention should be paid to the changes reflected in the following paragraphs:

<u>Paragraphs</u>	<u>Subject</u>
4	Confirmation of data and record-keeping
5	How payments will be made
6-10	Amount of advance and how to obtain it
14-15	How to claim an education grant
16-19	Criteria regarding allowable costs
21	Simplified procedure for claiming reimbursement of expenditures for textbooks
48	Forms related to the education grant

*/ This Administrative Instruction replaces ST/AI/181/Rev.6 plus Add.1 and ST/AI/266/Rev.1 plus Amend.1 and Corr.1 in Section X, paragraph B, of the Administrative Handbook.

Eligibility

3. In accordance with staff rule 103.20(b), a staff member who is regarded as an international recruit under rule 104.7 and whose duty station is outside his or her home country shall be entitled to an education grant in respect of each child in full-time attendance at a school, university or similar educational institution. If such a staff member is reassigned to a duty station within his or her home country, he or she may receive the education grant for the balance of a school year, not exceeding one full school year after his or her return from expatriate service. The Secretary-General may also authorize payment of the education grant, during mission service, to a staff member regarded under rule 104.6 as a local recruit at his or her normal official duty station. Eligibility criteria for the special education grant for disabled children are presented in paragraphs 37 and 38 below.

Confirmation of data and record-keeping

4. It is the policy of the United Nations to review and confirm all submissions which result in the establishment of an entitlement and/or payment of an amount based thereon. Such detailed review and confirmation of all information by authorized officers are routine internal control procedures. Staff members are also reminded that internal and external auditors review education grant submissions on a periodic basis. It is therefore important that staff members, when certifying a document, ensure that the information being provided to the United Nations is accurate. Incorrect or untrue information will not only result in the rejection of a submission but may also result in the staff member being subject to disciplinary measures as provided in the Staff Regulations and Rules. Staff members are expected to retain all substantiating documentation, such as additional receipts and cancelled cheques relating to expenditures, even though these may not always be required to accompany a submission. Such documentation may be needed to clarify matters or answer queries which may arise as a result of a review or audit of an entitlement or payment related thereto.

Payment of amounts related to the education grant

5. All payments relating to the education grant entitlement will normally be made in conjunction with, and in the same manner as, the payment of the staff member's salary, for example, by direct deposit to a bank account.

Advances against the education grant

6. Staff members who are eligible for an 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 education grant by completing revised form P.45(5-86) (Request for payment of education grant and/or advance against the education grant, annex I). Such advances will be payable and recorded in United States dollars at all duty stations except Geneva. For staff members whose duty station is Geneva, as is done for emoluments, the advance will be payable in local currency using the United Nations operational rate of exchange in effect on the date of payment.

7. In the case of a child in respect of whom an advance is being requested for the first time, the request must be accompanied by invoices or other documentation from the educational institution attesting to the school fees. The amount of the advance will be one hundred (100) per cent of the anticipated amount of the grant.

8. In the case of an advance for a subsequent school year, the advance will be one hundred (100) per cent of the amount previously paid except that:

(a) If lower allowable costs are anticipated, the staff member should so indicate in form P.45. The amount of the advance will in such case be one hundred (100) per cent of the grant calculated on the basis of these revised costs;

(b) If higher allowable costs are anticipated, the staff member may request an advance on the basis of these higher costs, exclusive of the flat sum for board referred to in paragraph 19 below. As in the case of a first advance, documentation from the educational institution attesting to the increased costs will be required.

9. Where there is no claim for the previous school year, requests for an advance may be submitted, on the relevant part of form P.45, prior to, or within two months after, the beginning of the school year. Where there is a claim for the previous school year, the request for the advance should be presented on form P.45 together with the claim for the previous year.

10. Provided that the relevant information is received in time, advances will be paid approximately one month before the beginning of the school year for staff on the Headquarters payroll. At duty stations where circumstances so warrant, special modalities may be established by the Secretary-General for payment of the advance in instalments.

11. After the advance is requested, the staff member may request an adjustment if the anticipated allowable costs on which the advance was based become higher. Should the anticipated allowable costs on which the advance was based become lower, the staff member is required to report the fact promptly to the processing unit so that the amount of the advance may be adjusted. If the advance has already been paid, the staff member will be required to refund the amount paid in excess. Failure to report the lower costs may result in the imposition of disciplinary measures as provided in the Staff Regulations and Rules.

12. Any advance approved will be considered as due from the staff member until it is discharged by certification of the entitlement by the Office of Personnel Services or is recovered. The advance will be recovered automatically from the staff member's salary if a claim for payment of the grant is not submitted promptly at the end of the school year or on earlier separation from service. Recovery from staff members on the Headquarters payroll is made three months after the end of the school year, unless they are at a duty station away from Headquarters, in which case recovery is made four months after the end of the school year.

13. It should be noted that no further advance will be authorized for subsequent school years until current education grant advances have been cleared by the submission and settlement of an education grant claim with respect to such advances.

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Claims for education grant

14. Claims for the payment of education grant should be submitted on form P.45. Claims for the past school year should be submitted as soon as possible upon completion of the school year unless the staff member's appointment expires earlier or the child's attendance ceases earlier, in which cases the claim should be submitted, respectively, shortly before the date of separation from service or shortly after the cessation of attendance. In any event, in accordance with staff rule 103.15(ii), for the grant to be payable the claim must be submitted within one year following the date on which the staff member would have been entitled to the payment of the grant. The claim must be accompanied by evidence satisfactory to the Secretary-General concerning the child's attendance, education costs and amounts disbursed by the staff member.

15. Where possible such evidence will be submitted on form P.41(5-86) (Certificate of attendance and costs and receipt for payments, annex II). After form P.41 has been completed and certified by the school, it should not be altered in any way by the staff member. In order to facilitate confirmation of data, it is important to provide a copy of form P.41 to the educational institution. If it is not possible to submit form P.41, a certificate of attendance, indicating the exact dates on which the school year began and ended and the dates of the child's attendance, and receipted school bills, indicating the detail of the various charges paid, certified by a responsible official of the school or educational institution on its official stationery or on paper bearing its seal will be required. Expenditures which are not paid to the educational institution are not to be included on form P.41. Such expenditures are to be claimed by attaching to form P.45 an explanation of the nature of the expenditure and substantiating documentation, for example, receipts or cancelled cheques. If the certificate, other documentation and accompanying receipts are not in one of the official languages of the United Nations, a translation into one of these languages should be attached.

Amount of the grant

16. Under paragraphs (d) and (e) of staff rule 103.20, the amount of the grant varies according to whether the child attends an educational institution at or outside the staff member's duty station, as defined in subparagraph (a)(iii) of the same rule, and whether or not the educational institution outside the duty station provides board.

Allowable costs for attendance at the duty station

17. When the child attends an educational institution in the country of the duty station, the costs of attendance are allowed, but not the cost of board, except as provided in paragraph 18 below. The costs of attendance include charges for enrolment, registration, examinations, tuition and diplomas, prescribed textbooks and such other costs directly related to the regular school programme or curriculum, but not school supplies, equipment or uniforms, insurance, medical examinations, donations and contributions or similar charges. Courses or activities not covered by the regular tuition fee and which are not required of all

students following a given programme or curriculum will not be regarded as being part of the regular school programme or curriculum. Where local conditions justify their provision, charges for midday meals, if they are provided by the school and included in the school bill, and for daily group transportation to and from the school, if provided by the school or organized on a school-wide basis by a concern other than the school itself, may also be included in the allowable costs of attendance. The amount of grant shall be 75 per cent of the sum of the allowable costs of attendance in respect of expenses up to a maximum of \$6,000 per year, with a maximum grant of \$4,500 a year for each child.

18. When a child attends an educational institution in the country of the duty station but beyond commuting distance from the duty station itself, the cost of board, as well as the costs of attendance, may be allowed at the same rate as provided in paragraph 19 below, provided that the Secretary-General is satisfied that no school within commuting distance would be suitable for the child. Approval is normally given only with respect to field duty stations where local educational facilities are minimal.

Allowable costs for attendance outside the duty station

19. When a child attends an educational institution outside the country of the duty station and the institution provides board (food and lodging), all the costs described under paragraph 17 above are allowed, as well as the cost of board. The amount of the grant is 75 per cent of the sum of the cost of attendance and board in respect of expenses up to a maximum of \$6,000 per year, with a maximum grant of \$4,500 a year for each child. When the institution does not provide board, the amount of the grant shall be a flat sum of \$1,500 for board plus 75 per cent of the cost of attendance in respect of expenses up to \$4,000, with a maximum total grant of \$4,500 a year for each child.

Relationship of scholarships to education grant

20. The amount of any scholarship, bursary or similar grant received by the child should normally be taken into account in calculating the education grant. Such amount should be deducted from the total education expenses incurred for the child (including costs that are not allowable under para. 17 above and the cost of journeys between the school and duty station that are not paid for by the United Nations) before the education grant is calculated. In no case may the education grant exceed the amount payable on the basis of allowable costs only.

Textbooks

21. As indicated in paragraph 17 above, the cost of textbooks is one of the allowable costs of attendance. If the textbooks have not been provided free of charge or at no additional cost and the educational institution so certifies on form P.41, a staff member otherwise eligible to receive the grant may claim the cost of textbooks as an allowable cost, in addition to the costs of attendance certified by the school in form P.41. A staff member may claim the following fixed amounts without providing additional certification: \$100 in the case of attendance

at the primary level, \$200 in the case of attendance at the secondary level and \$400 in the case of attendance at the post-secondary level. If the amount claimed by the staff member exceeds the amount corresponding to the educational level indicated above, a certificate from the educational institution on form P-41C(5-86) (Certificate of prescribed textbooks and receipt for amount paid, annex IV) will be required. It is important that a copy of the form be provided to the educational institution to facilitate confirmation of data. If the textbooks were not bought at or through the school, receipts for amounts spent will also be required.

Costs not allowed

22. Certain costs may not be allowed because they are not considered to be costs of attendance. Other items may not be allowed because they are not related to activities or courses forming part of the regular school programme or curriculum. For this reason, summer courses will be allowed only if their attendance is a prerequisite for further attendance during the regular school year or for the school's regular diploma. In addition, as specified in staff rule 103.20, the grant is not payable in the following cases:

(a) Kindergarten or nursery school. The grant is not payable in respect of attendance at a kindergarten or nursery school at the pre-primary level. Where there is difficulty in determining whether attendance is at the pre-primary or primary level, it should be presumed to be primary from the school year in which the child reaches the age of 6 and presumed to be pre-primary during school years in which the child has not reached the age of 5. The grant may be paid from the school year in which the child reaches the age of 5, if it can be shown, on the basis of information provided by the school, that basic elements of a formal education are included in the instruction. No grant is payable if the attendance is not full time;

(b) Free school. The grant is not payable in respect of attendance at a free school or one charging only nominal fees at the duty station. This does not preclude the payment of boarding fees, in accordance with the provisions of paragraph 18 above;

(c) Correspondence course. The grant is not payable for correspondence courses, except:

- (i) Where such courses are, in the opinion of the Secretary-General, the best available substitute for full-time attendance at a school of a type not available at the duty station;
- (ii) Where such courses are related to academic subjects that are not included in the regular school curriculum but are required for the pursuit of the child's subsequent education;
- (iii) Where such courses are required for a disabled child (see paras. 36-46);

Subject to prior written approval, the cost of correspondence courses will be treated as an allowable cost subject to 75 per cent reimbursement. Approval is not normally given for correspondence courses at the university level or in respect of children over 18 years of age who are not disabled;

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- (d) Private tuition. The grant is not payable for private tuition, except:
- (i) For tuition of mother tongue, as provided in paragraph 23 below;
 - (ii) For tuition of the language of the duty station, when prescribed by the local school as a pre-condition for admitting the child to the grade corresponding to the grade he or she had reached elsewhere;
 - (iii) As a supplement to correspondence courses allowable under subparagraph (c) above;
 - (iv) As a supplement to the regular school programme 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) Where such tuition is required for a disabled child. In such cases, private tuition will be allowed only if it is given by teachers who, in the opinion of the Secretary-General, are duly qualified. The amount reimbursable for such tuition shall be governed by the provisions concerning the special education grant for disabled children (see paras. 36-46);

(e) Vocational training or apprenticeship. The grant is not payable for vocational training or apprenticeship, unless it involves full-time schooling; nor is it payable when the child receives payment for services rendered. The grant may also be disallowed under subparagraph (b) above.

Tuition in the mother tongue

23. The costs of tuition for the teaching of the mother tongue to a child may be paid when the staff member serves in a country whose language is different from his or her mother tongue and is obliged to pay tuition for the teaching of the mother tongue to a child attending a local school at the duty station in which the instruction is given in a different language. Where attendance in a local school gives no entitlement to an education grant, 75 per cent of the cost of individual tuition in the mother tongue may be paid up to a maximum of \$1,125 a year for each child, except in the case of group language tuition, where the maximum is \$563 a year for each child. Where attendance in a local school gives entitlement to an education grant, the cost of tuition in the mother tongue, up to \$1,500 or \$750 in the case of individual or group tuition, respectively, may be included in the allowable costs of attendance. No grant will be authorized for the teaching of the mother tongue by a member of the staff member's family. Tuition in the mother tongue must be provided by a teacher, who, in the opinion of the Secretary-General, is duly qualified. The request must be accompanied by a completed form P-41A(5-86) (Certificate for tuition in the mother tongue and receipt for amount paid, annex III). It is important that a copy be provided to the educational institution or tutor to facilitate confirmation of data.

Periods of attendance

24. A grant is payable only for the periods of attendance while the staff member is in service with the United Nations. Under staff rule 103.20(f) and (g), when the period of attendance is less than two thirds of the school year or the period of service does not cover the full school year, the amount of the grant is prorated in the proportion which the period of attendance or service bears to the full school year. For this purpose, the prorating may be done on the basis on which the educational institution charges fees for attendance for parts of a year or by reckoning fractions of a month consisting of more than 20 days as a full month and of 11 to 20 days as half of a month and ignoring fractions of 10 days or less. In cases where the school year is based on a period of 12 calendar months, the prorated entitlement may be calculated on the basis of the actual school year, as certified by the school, less the period of the normal summer vacation.

25. The grant is payable up to the day on which the child ceases full-time attendance at an educational institution or up to the end of the school year in which the child completes the fourth year of post-secondary studies or is awarded the first recognized degree, whichever is the earlier. The grant will not normally be paid beyond the scholastic year in which the child reaches the age of 25, unless the child's education has been interrupted by a period of national service or illness for more than one year. National service does not include periods for which a child enlists voluntarily or periods spent in ascertaining the obligation of military service.

Travel costs

26. Staff members eligible for education grant whose children attend an educational institution outside the country of the duty station for not less than two thirds of the school year are entitled, under staff rule 103.20(h), to the payment of the child's travel expenses for one round trip each scholastic year, except that in the case of staff members serving at field duty stations designated by the International Civil Service Commission where schools do not exist which provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave (see para. 30 below). Education grant travel expenses may also be paid where the attendance is within the country of the duty station but beyond commuting distance from the duty station itself, provided that the Secretary-General is satisfied that no school within the commuting distance would be suitable for the child.

27. Education grant travel may begin either from the duty station or from the educational institution. The expenses shall not exceed the cost of travel between the staff member's home country and his or her duty station and will not be paid if the travel is unreasonable because of its timing in relation to other official travel of the staff member or his/her family members or because of the shortness of the period spent at the duty station (two weeks is the minimum period required to be spent at the duty station), or if travel is not undertaken during the relevant school year. A lapse of three months is normally required between education grant travel and other authorized travel. The three-month interval, however, may be

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reduced in appropriate cases so as to permit education travel to take place in the same year of home leave travel, if otherwise eligible.

28. As the education grant is payable up to the end of the school year in which the child completes the fourth year of post-secondary studies or is awarded the first recognized degree, whichever is the earlier, travel may be undertaken any time during that school year or at the end thereof, provided that full-time attendance was for not less than two thirds of the school year. However, if either an outward or inward journey occurs after the end of the last school year for which the education grant is payable and in which the child is over the age of 22, the one-way travel that may be allowed under staff rule 107.5(b) at the end of the child's full-time attendance at a university will not be authorized. Where a child during a single year attends two schools, one of which is at the duty station and the other away from the duty station, education travel costs may be paid in respect of attendance away from the duty station, provided that the child attends it for at least one term and, in the opinion of the Secretary-General, there is a valid reason for the change of school. Authorization will normally be given for attendance at a university outside the duty station as part of the "Junior abroad" programme or when a staff member is temporarily assigned abroad for a period of less than one year.

Travel arrangements

29. All education grant travel shall be requested on a "Request for education grant travel" form (P.66(2-80), annex V) and be preceded by the issuance of a travel authorization (PT.8) form, indicating the school year to which the travel is related and the mode and route of travel. The preparation of form PT.8 and all arrangements regarding travel shall follow the conditions laid down in administrative instruction ST/AI/257 on information for United Nations travellers. Staff members are not allowed to make a direct purchase of the travel tickets without specific prior authorization. Within two weeks after completion of the child's education grant travel, the staff member shall submit a travel claims (F.10) form to the departmental executive or administrative office, regardless of whether any claim for reimbursement exists. The submission of form F.10 is required for the purpose of verification of the travel actually undertaken as authorized, as well as for the purpose of certification of reimbursement claims. As provided in paragraph 19 of ST/AI/257, form F.10 should be accompanied by the original of the travel authorization (PT.8) form, ticket stubs and all receipts for expenses for which reimbursement is claimed. No education grant travel shall be authorized before the submission and approval of the claim for the travel of the previous school year.

Additional educational grant travel

30. The provisions relating to the additional education grant travel entitlement referred to in paragraph 26 above are set out in a separate administrative instruction (ST/AI/280/Rev.2) on special entitlements at designated duty stations.

Rate of exchange

31. For the purpose of calculating the grant referred to in paragraph 15 above, the allowable costs paid by a staff member in a currency other than United States dollars will be converted into United States dollars. It is of the utmost importance that the actual dates of payment be specified.

32. The amount of allowable costs expressed in the currency in which the costs were paid will be converted into United States dollars using the United Nations operational rate of exchange in effect on the date the costs were paid. The grant will then be calculated on the allowable costs expressed in United States dollars to arrive at the United States dollar entitlement. Once the entitlement is established, any previous advances that were made will be deducted in United States dollars as recorded.

(a) If the balance is negative, it represents the United States dollar amount due by the staff member to the Organization and will be recovered in United States dollars, except in Geneva. In Geneva the dollar amount will be converted and recovered in local currency using the United Nations operational rate of exchange in effect on the date of recovery;

(b) If the balance is positive, it represents the United States dollar amount due to the staff member. The amount payable will be the higher of the balance mentioned in the preceding sentence or the amount obtained through the "currency floor" provision described below.

33. The "currency floor" is obtained by converting the positive balance to the local currency in which the costs were paid using the exchange rate in effect on 1 March 1983. That local currency amount is then reconverted into United States dollars using the exchange rate in effect on the date of settlement of the claim. Should this conversion produce a higher United States dollar amount than the balance originally calculated, this higher amount will be the United States dollar amount due to the staff member.

34. In the case of Geneva, the amount due will be paid in local currency using the United Nations operational rate of exchange in effect on the date the reimbursement is made.

35. Examples are provided in annex VI, pages 1-3.

II. SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN

Definitions

36. For the purpose of the special education grant,

(a) A "disabled child" shall mean an unmarried child under the age of 25 years who is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training, on a full-time or part-time basis, to prepare him or her for full integration into

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society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;

(b) "Educational expenses" shall mean expenses incurred for such teaching services and equipment as are necessary 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 which 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. If full board (accommodations 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.

Eligibility

37. The special education grant for disabled children shall be available to staff members of all categories, whether or not they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service. In either case, reimbursement under the grant shall be made for admissible educational expenses incurred from the date on which the staff member entered on duty.

38. The special education grant shall be payable 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. 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.

Amount of the grant

39. The amount of the grant for each disabled child shall be equal to 100 per cent of the admissible educational expenses actually incurred up to a maximum of \$6,000 per year. Expenses for equipment shall be reimbursed, if not otherwise covered under health insurance, up to a maximum of \$1,000 per year within the overall maximum of \$6,000 per year. The cost of local transportation required for a disabled child shall be allowed up to an amount equivalent to twice the cost of normal group transportation arrangements. 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.

40. In the computation of the special education grant, the amount of admissible educational expenses shall be reduced by the amount of any benefits that may be available from other sources for the child's education and training (see para. 45 below).

41. If a staff member is in the service of the United Nations for only part of the school year or calendar year, the grant payable shall be that proportion of the annual grant which the period of service bears to the full school or calendar year.

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Relationship to the regular education grant

42. In cases where a child, by reasons of his or her physical or mental disability, is unable to attend a normal educational institution, the claim shall be made only against the entitlement to the special education grant, regardless of whether the staff member is otherwise entitled to a regular education grant in respect of the child.

43. In cases where a disabled child is in full-time attendance at a normal educational institution, the grant shall be regulated as follows:

(a) If the staff member is entitled to a regular education grant, the claim shall be made in the first instance against that entitlement to the extent that the school attendance itself qualifies for the payment of the regular education grant under the applicable provisions, 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 of the two types of grant shall in no case exceed \$6,000 per year. Whenever a regular education grant is payable in respect of the school attendance in such cases, the provisions concerning education grant travel shall also apply;

(b) If the staff member is not entitled to the regular education grant, educational expenses incurred for the necessary special teaching or training shall be reimbursable under the provisions of the special education grant.

Claims for payment of the special education grant

44. Claims for payment of the special education grant should be submitted annually on form P.45(5-86) (Request for payment of education grant and/or advance against education grant) within two months of the completion of the school year, if the child is in school attendance, or, otherwise, within one month of the end of the calendar year, unless the staff member's appointment expires earlier, in which case a claim may be submitted shortly before separation from service.

45. The claim must be accompanied by a medical certificate attesting to the child's disability. The approving officer should consult the Medical Director or designated medical officer regarding acceptability of the certificate for the purpose of the special grant. 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 shall be reduced by the amount of any benefits so received or receivable by the staff member.

46. The provisions of the regular education grant regarding advances, claims for payment of the entitlement, record-keeping, confirmation of data, rates of exchange and certification by the staff member shall apply to the special education grant. Particular attention is drawn to paragraphs 4, 6 through 15, 21 and 31 through 34.

Travel

47. 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 scholastic year between the educational institution and the duty station, provided the Secretary-General is satisfied that the needs of the disabled child require attendance at that educational institution. In very exceptional circumstances, travel expenses may also be reimbursed for the person accompanying the disabled child.

Forms related to education grant

48. The forms listed below have been established to assist in the administration of education grants. The copies of forms are provided, as annexes I through V, to facilitate the understanding of the text of this administrative instruction, and are not intended to be used for submission.

- P.45(5-86) Request for payment of education grant and/or advance against the education grant (annex I).

- P.41(5-86) Certificate of attendance and costs and receipt for payments (annex II).

- P.41A(5-86) Certificate for tuition in the mother tongue and receipt for amount paid (annex III).

- P.41C(5-86) Certificate of prescribed textbooks and receipt for amount paid (annex IV).

- P.66(2-80) Request for education grant travel (annex V).

All preceding versions of the forms listed above are hereby superseded and will not be accepted for processing. The form previously utilized to request an advance against the education grant (P.27 -[11-79]) has been replaced by form P.45. Form P.27 is therefore obsolete and will not be accepted for processing.

Annex I

UNITED NATIONS  NATIONS UNIES

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

INSTRUCTIONS: Read ST/AI/181 Rev. 7 and complete this form as follows: All applicants must complete Part I below and Part II on reverse side. In addition, applicants for Payment of Education Grant must complete Part III. Applicants for Advance against the Education Grant must complete Part IV. Submit original and two copies to the Allowances and Benefits Unit. After processing has been completed, the original will be retained by the Disbursements Section, Office of Financial Services; the copies will be retained by the Allowances and Benefits Unit and the Personnel Records Unit (Official Status File), Office of Personnel Services.

Instructions for Part III, Textbooks: Read paragraph 21 of ST/AI/181/Rev. 7 and 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 (related to the level of education as specified in paragraph 21 of ST/AI/181/Rev. 7), attach form P.41/C and other documents required to substantiate the total amount claimed. If fixed amount option or an amount lower than the fixed amount is selected, do not attach additional documentation.

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 (read paragraphs 7 and 8 of ST/AI/181/Rev. 7), indicate the amount in item IV (c), and attach documentation to substantiate the amount requested.


I. REQUEST AND CERTIFICATION

I request an advance against the education grant for the next school year 19 to 19 ; AND/OR claim the education grant for the scholastic year 19 to 19 as shown on the reverse side of this form. I understand that there is no obligation to make payments ahead of the schedule established by the school and this advance will be recovered from my salary if the required documentation is not submitted as described in ST/AI/181/Rev. 7. I have deducted all scholarship(s) or grant(s) in computing the costs in respect of the child/children in accordance with paragraph 20 of ST/AI/181/Rev. 7. 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 by a United Nations organization in respect of the child/children for the periods indicated.

Signature of Staff Member:

Date:

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

II, Staff Member: Follow instructions on reverse. 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	HOME COUNTRY	DUTY STATION	TYPE OF U.S. VISA	
PER <input type="checkbox"/> PRO <input type="checkbox"/> FT <input type="checkbox"/>							
Child's Name							
Date of Birth							
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 reverse.	Check box for fixed amount <input type="checkbox"/> OR Specify amount US\$	Check box for fixed amount <input type="checkbox"/> OR Specify amount US\$	Check box for fixed amount <input type="checkbox"/> OR Specify amount US\$
Tuition in Mother Tongue Attach P.41/A	CURRENCY AND AMOUNT	CURRENCY AND AMOUNT	CURRENCY AND AMOUNT
Other Private Tuition ST/AI/181/Rev.7 para.22 (d)	CURRENCY AND AMOUNT	CURRENCY AND AMOUNT	CURRENCY AND AMOUNT

IV. Request for Advance against the Education Grant

(a) 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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) 100% of last year (Check box)			
(c) First advance/higher or lower amount than previous year	US\$	US\$	US\$

FOR OFFICIAL USE OF PERSONNEL SERVICES

School Location	DUTY STN. <input type="checkbox"/> HOME CTRY. <input type="checkbox"/> OTHER CTRY. <input type="checkbox"/>	DUTY STN. <input type="checkbox"/> HOME CTRY. <input type="checkbox"/> OTHER CTRY. <input type="checkbox"/>	DUTY STN. <input type="checkbox"/> HOME CTRY. <input type="checkbox"/> OTHER CTRY. <input type="checkbox"/>
Allowable Cost (Maximum \$6,000)	(+\$)	(+\$)	(+\$)
Maximum Entitlement (if prorated)			
Advance requested in Part IV authorized			
Staff Member entitled as above.			
For the ASG, Personnel Services:			Date:

FOR OFFICIAL USE OF FINANCIAL SERVICES

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, Financial Services:	Date:		

Annex II

UNITED NATIONS  NATIONS UNIES

**CERTIFICATE OF ATTENDANCE AND COSTS AND RECEIPT FOR PAYMENTS
ATTESTATION CONCERNANT LA FRÉQUENTATION SCOLAIRE OU UNIVERSITAIRE ET SON CÔÛT**

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'identité scolaire ou universitaire
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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. This form has been devised to assist in determining their entitlement and in establishing the amount of the grant. Your co-operation 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.

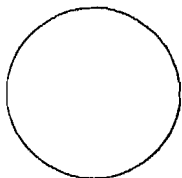
Destinataires : Les établissements d'enseignement fréquentés par les enfants de fonctionnaires de l'Organisation des Nations Unies

Les fonctionnaires de l'ONU ont droit, sous réserve de certaines conditions, à une indemnité pour frais d'études. La présente formule a pour objet d'aider à déterminer leurs droits et à fixer le montant de l'indemnité. Le concours que vous prêterez en la remplissant sera vivement apprécié. Veillez 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.

School Year / L'année scolaire ou universitaire Began: / À commencé le		Ended: / S'est terminée le		Child attended school / L'enfant a fréquenté l'établissement From: / Du		until / jusqu'à	
Was child in full-time school attendance? / L'enfant a-t-il fréquenté l'établissement à plein temps?	Yes / Oui <input type="checkbox"/>	No / Non <input type="checkbox"/>	Child was in level / L'enfant a suivi les cours de la classe de	class / du	form / niveau	Amount of non-UN scholarship or grant, if any / Montant, le cas échéant, d'une bourse d'études d'origine autre que l'ONU	
Were all textbooks provided by the school free or at no additional cost? / L'établissement a-t-il fourni tous les manuels gratuitement ou sans frais supplémentaires?					Yes / Oui <input type="checkbox"/>	No / Non <input type="checkbox"/>	
Was full board (food and lodging) provided by the institution? / L'établissement a-t-il fourni la pension complète (repas et logement)?					Yes / Oui <input type="checkbox"/>	No / Non <input type="checkbox"/>	Cost / Coût _____
If not, was lunch provided by, or through the institution? / Dans la négative, le déjeuner a-t-il été fourni par l'établissement ou par son intermédiaire?					Yes / Oui <input type="checkbox"/>	No / Non <input type="checkbox"/>	Cost / Coût _____
Was daily group transportation provided by or through the institution? / Un transport collectif quotidien a-t-il été assuré par l'établissement ou par son intermédiaire?					Yes / Oui <input type="checkbox"/>	No / Non <input type="checkbox"/>	Cost / Coût _____
The institution charged the staff member as follows: / L'établissement a demandé au fonctionnaire de l'ONU d'acquitter les frais ci-après:							
Admission and Registration: / Admission et inscription:		Tuition: / Scolarité:		Examination / Diploma / Examen / Diplôme:			
Other items required for the child of the institution. (Please itemize on separate sheet if necessary and attach.) / Autres frais obligatoires pour l'élève ou l'étudiant (Le cas échéant, utilisez une feuille supplémentaire pour donner le détail.)							
Payments were made by the staff member to the institution as follows. Please indicate currency, amount and date of each payment. / Le fonctionnaire a acquitté à l'établissement 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	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

IMPORTANT: PLEASE COMPLETE ALL SECTIONS AND ENSURE THAT ANY ATTACHMENTS OR CORRECTIONS ARE INITIALED BY THE SIGNATORY.
VEUILLEZ À CE QU'IL SOIT RÉPONDU À TOUTES LES QUESTIONS ET À CE QUE TOUTE PIÈCE JOINTE OU CORRECTION SOIT PARAPHÉE PAR LE SIGNATAIRE.


SEAL of Educational Institution



Name and Title of Officer signing on behalf of Educational Institution / Nom et qualité de l'administrateur ayant la signature	
SIGNATURE:	
School Address / Adresse de l'établissement	Telephone No. / No de téléphone

CACHET de l'établissement d'enseignement

Annex III

UNITED NATIONS NATIONS UNIES		CERTIFICATE FOR TUITION IN THE MOTHER TONGUE AND RECEIPT FOR AMOUNT PAID ATTESTATION CONCERNANT L'ÉTUDE DE LA LANGUE MATERNELLE ET SON 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'identité scolaire ou universitaire

To: Educational Institution or Tutor

Staff members of the United Nations are entitled, under certain conditions, to payment of an education grant. Subject to certain conditions, 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. Your co-operation 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. 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.

This is to certify that (name of child) _____ received tuition 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) _____ ou (jour/mois/année) _____

The tuition covered a total of (number of lessons) _____ each lesson being of a duration of _____ hour(s).
 L'enseignement a été dispensé au cours d'un total de _____ leçons, chaque leçon durant _____ heure(s).

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.

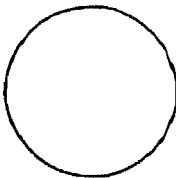
Payments were made by the staff member to the institution or tutor as follows. Please indicate currency, amount and date of each payment.
 Le fonctionnaire a acquitté à l'établissement ou au professeur les montants ci-après (veuillez à toujours préciser la monnaie et la date).

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

IMPORTANT: PLEASE COMPLETE ALL SECTIONS AND ENSURE THAT ANY ATTACHMENTS OR CORRECTIONS ARE INITIALLED BY THE SIGNATORY.

VEUILLEZ À CE QU'IL SOIT RÉPONDU À TOUTES LES QUESTIONS ET À CE QUE TOUTE PIÈCE JOINTE OU CORRECTION SOIT PARAPHÉE PAR LE SIGNATAIRE.

SEAL of Educational Institution
(if applicable)



CACHET de l'établissement d'enseignement
(le cas échéant)

Name and Title of Officer signing on behalf of Educational 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./No de téléphone

Annex V

UNITED NATIONS  NATIONS UNIES
REQUEST FOR EDUCATION GRANT TRAVEL

I. To be prepared by STAFF MEMBER and submitted, in advance of travel, to
ALLOWANCES AND BENEFITS UNIT, Office of Personnel Services

Last Name of Staff Member		First	Mid. Initial	Entrance on duty date:			Type of appointment, and, if fixed-term, expiry date:		
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									
Name of School or University attended.....									
Location of School: CITY									
COUNTRY									
School Year BEGINS on	(day)	(month)	(year)	(day)	(month)	(year)	(day)	(month)	(year)
ENDS on									
Child attending School FROM									
TO									
Child's travel requested FROM: (Place of Departure)									
TO: (Destination)									
Intended Departure Date	(day)	(month)	(year)	(day)	(month)	(year)	(day)	(month)	(year)
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 on				Staff Member's next home leave or travel to visit dependants due in			(month)	19	

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. _____
(May be obtained from Payroll Stub) _____ (Signature of Staff Member) _____ (Date)

II. To be completed by ALLOWANCES AND BENEFITS UNIT 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	Auth'd Place of Departure	Authorized Destination	Approximate Departure Date	Approximate Return Date

ATTENTION EXECUTIVE OFFICER: ANY MAJOR DEVIATION FROM AUTHORIZED ITINERARY OR DATES OF TRAVEL SHOULD BE BROUGHT TO THE ATTENTION OF THE ALLOWANCES AND BENEFITS UNIT BEFORE PT. 8 IS ISSUED.

REMARKS: _____

(Date) (For the Assistant Secretary-General for Personnel Services)

Annex VI

A. POSITIVE BALANCE

United States dollar equivalent

Example: Staff member stationed in New York
Dependant studying in Brazil
Scholastic year: March 1984-December 1984
(southern hemisphere)
Full board provided by institution

Allowable costs: Cruzeiros 5,255,000 paid by staff member on 15 March 1984
Cruzeiros 5,800,000 paid by staff member on 15 September 1984

United States dollar equivalent of allowable costs:		\$US
	Cruzeiros 5,255,000 at 1,270 <u>a/</u>	= 4 138
	Cruzeiros 5,800,000 at 2,200 <u>b/</u>	= <u>2 636</u>
	Total	= <u>6 774</u>

Application of scale of reimbursement: maximum allowable cost for purpose of education grant \$US 6,000

		\$US
	Total entitlement: 75% of \$US 6,000	= 4 500
Advance of \$US 4,000 paid to staff member in March 1984		<u>4 000</u>
	Balance due to staff member	<u>500</u>

a/ United Nations exchange rate for March 1984.

b/ United Nations exchange rate for September 1984.

"Currency floor"

United Nations exchange rate in effect for March 1983: 380 cruzeiros = \$US 1.00.

- (1) Balance due to staff member of \$US 500 (converted to cruzeiros at the rate of \$Cr 380 per \$US) = 190,000 cruzeiros
- (2) Local currency amount reconverted to United States dollars at United Nations exchange rate in effect on date of settlement of claim, in January 1985: 3,300 cruzeiros = \$US 1.00
- (3) 190,000 divided by 3,300 = \$US 57.57.

It can be seen from the above computation that the "currency floor" approach produces a lower dollar amount and thus the amount due to the staff member is the higher of the two dollar amounts i.e., \$US 500.

/...

B. NEGATIVE BALANCE

United States dollar equivalent

Example: Staff member stationed at Santiago, Chile
 Dependant studying in United Kingdom
 Scholastic year: September 1984-June 1985
 (northern hemisphere)
 Full board provided by institution

Allowable costs: Pounds sterling 1,000 paid by staff member on 15 September 1984
 Pounds sterling 1,000 paid by staff member on 15 January 1985

United States dollar equivalent of allowable costs:		\$US
Pounds sterling 1,000 at 0.765 <u>a/</u>	=	1 307
Pounds sterling 1,000 at 0.855 <u>b/</u>	=	<u>1 170</u>
Total	=	<u><u>2 477</u></u>

Application of scale of reimbursement:		\$US
Total entitlement: 75% of allowable cost, \$US 2,477	=	1 858

Advance of \$US 2,000 paid to staff member in September 1984		<u>2 000</u>
Balance due from staff member		<u><u>142</u></u>

a/ United Nations exchange rate for September 1984.

b/ United Nations exchange rate for January 1985.

C. POSITIVE BALANCE

United States dollar equivalent

Example: Staff member stationed at Geneva
Dependant studying at Geneva
Scholastic year: September 1984-June 1985
(northern hemisphere)
Boarding costs not allowable

Allowable costs: Swiss francs 2,500 paid by staff member on 1 September 1984
Swiss francs 2,500 paid by staff member on 1 January 1985

United States dollar equivalent of allowable costs:		\$US
Swiss francs 2,500 at 2.40 <u>a/</u>	=	1 042
Swiss francs 2,500 at 2.58 <u>b/</u>	=	<u>969</u>
Total		<u>2 011</u>

Application of scale of reimbursement:		\$US
Total entitlement: 75% of allowable cost, \$US 2,011	=	1 508

Advance of \$US 1,000 paid (in Swiss francs) to staff member in September 1984		\$US
Balance due to staff member		<u>508</u>

a/ United Nations exchange rate for September 1984.

b/ United Nations exchange rate for January 1985.

"Currency floor"

United Nations exchange rate in effect for March 1983: 2.03 Swiss francs = \$US 1.00.

- (1) Balance due to staff member of \$US 508 (converted to Swiss francs at rate of SwF 2.03 per \$US) = 1,031 Swiss francs
- (2) Local currency amount obtained reconverted to United States dollars at United Nations exchange rate in effect on date of settlement of claim in June 1985: 2.59 Swiss francs = \$US 1.00
- (3) 1,031 Swiss francs divided by 2.59 = \$US 398.

It can be seen from the above computation that the "currency floor" approach produces a lower dollar amount and thus the amount due to staff member is the higher of the two dollar amounts i.e., \$US 508 which equals 1,316 Swiss francs on the date of settlement of the claim.
