



INFORMATION CIRCULAR N°. 39

Subject: Reimbursement of Education Levy

1. In accordance with the guidance provided by the International Civil Service Commission and the agreement reached with the Geneva-based organizations, education levy (school tax) paid in Switzerland for attendance at a higher secondary school or a university-level institution are subject to reimbursement under the following conditions:
 - a) It is provided for the children of staff in the General Service and related categories whose dependent children are attending public school;
 - b) Reimbursement amounts to 75 percent of the levy paid by staff members.
2. General Service and language teaching staff with dependent children who are required to pay the education levy should submit a request for reimbursement to the Human Resources Management Service, by filling out the form "Request for Payment of Education Grant" (Form P.45 (12-03). Such requests should be submitted once for the entire school year and be accompanied by evidence of actual payment of the education levy and a certificate of attendance (form "Certificate of attendance and costs and receipt for payments" (Form P.41 (3-05) applies). Upon ascertaining the dependent status of the children for the period covered by the claim, the Human Resources Management Service will forward the approved claim to the Financial Resources Management Service for payment. Reimbursement shall be made on a pro-rated basis for staff on a fixed-term, probationary or permanent appointment whose services do not cover the entire school year, or for partial-year attendance at an educational institution for which the education levy is payable.
3. No other expenses associated with school attendance will be reimbursed.
4. Information circular IC/Geneva/3277 is hereby abolished.

(Signed) Aminata **Djermakoye**
Director
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