

## SECRETARIAT



ST/AI/181/Rev.1  
6 January 1969

## ADMINISTRATIVE INSTRUCTION

To: Members of the staff  
From: The Under-Secretary-General  
for Administration and Management

Subject: EDUCATION GRANT

1. This instruction collates various provisions included in information circulars ST/ADM/SER.A/743, 1059 and 1073, which it supersedes, with respect to the administration of staff rule 103.20 on education grant. This revision reflects the increase in the education grant approved by the General Assembly in its resolution 2481 A (XXIII) of 21 December 1968 and other changes arising therefrom as well as a clarification on education grant travel.

Advances against education grant

2. Staff members who are eligible for education grant in respect of their dependent children and who are required to pay tuition fees at the beginning of the school year may apply for an advance against their entitlement to education grant by completing form P.27 (Request for advance against the education grant). Requests may be submitted prior to, or within two months after, the beginning of the school year. Requests will not normally be considered during the course of the school year. Any advance approved will be held as a charge against the staff member until it is discharged by certification of the entitlement by the Office of Personnel at the end of the school year. The advance will be recovered 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 normally made two months after the end of the school year, unless they are at a duty station away

from Headquarters, when recovery is normally made three months after the end of the school year. The amount of the advance will normally be the amount of the anticipated grant for each child for the intended period of attendance less \$50. Where the anticipated grant is less than \$250, the amount of the advance will be 80 per cent of the anticipated grant.

#### Claim for education grant

3. Claims for the payment of education grant should be submitted on form P.45 (Request for the payment of education grant) within one month of the completion of the school year unless the staff member's appointment expires earlier, in which case a claim may be submitted shortly before the date of his separation from service. The claim must be accompanied by a certificate of attendance and by receipted school bills.

#### Certificates of attendance

4. The certificate of attendance must indicate the exact dates on which the school year began and ended, as well as the dates of the child's attendance. If the certificate and accompanying receipts are not in one of the official languages of the United Nations, a translation into English or French should be attached. Where possible the certificate of attendance should be on form P.41 (Certificate of attendance and cost for education grant), which also covers the costs for which the grant may be claimed. Otherwise certificates of attendance and receipted school bills, indicating the various charges in detail, must be certified by a responsible official of the school or educational institution on its official stationery or on paper bearing its seal.

#### Amount of the grant

5. Under staff rule 103.20 (d) and (e) 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 rule 103.20 (a) (iii), and whether or not the educational institution outside the duty station provides board.

(a) Allowable costs for attendance AT the duty station

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. The costs of attendance include charges for enrolment, registration, prescribed textbooks, courses and diplomas and such other costs directly related to the school's programme or curriculum, but not boarding fees, school uniforms or additional charges. Where local conditions justify their provision, charges for mid-day meals, if they are provided by the school, and for daily group transportation to and from the school, if provided by or through the school, may also be included in the allowable costs of attendance. The amount of the grant when the child attends an educational institution in the country of the duty station is 75 per cent of the costs of attendance up to a maximum of \$1,000.

(b) Allowable costs for attendance OUTSIDE the duty station

When the child attends an educational institution outside the country of the duty station, all the costs allowable under sub-paragraph (a) above are allowed, as well as the cost of board when provided by the institution. The amount of the grant when the child attends an educational institution outside the country of the duty station is 75 per cent of the costs of attendance and board when the institution provides board, and when it does not provide board a fixed amount of \$500 plus 75 per cent of the cost of attendance.

6. In all cases the grant is subject to a maximum of \$1,000 a year for each child, and the amount of any scholarship or bursary should be deducted before the 75 per cent is calculated.

Costs not allowed

7. 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 optional. For this reason summer courses will only be allowed if their attendance is a prerequisite for further attendance during the regular school year or for the school's regular diploma. In addition, staff rule 103.20 (b) states that the grant shall not be payable in the following cases:

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(i) Kindergarten or nursery school

The grant is not payable in respect of attendance at a kindergarten or nursery school at the preprimary level. Where there is doubt whether or not the institution is a kindergarten or a nursery school, the determination will be made in the light of information given by the school. No grant is payable if the attendance is not full-time.

(ii) 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 apply if the child attends a school outside the duty station.

(iii) University attendance at the duty station

The grant is not payable in the case of a child attending a university or similar institution at the duty station. This includes all educational institutions which require secondary education to be completed before a student is admitted.

(iv) Correspondence courses

The grant is not payable for correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station. The cost of correspondence courses will normally only be allowed if prior written approval is obtained. Approval is not normally given for correspondence courses at university or college level or in respect of children over 18 years of age.

(v) Private tuition

The grant is not payable for private tuition, except for tuition of the mother tongue. The cost of private tuition in the language of the duty station will also be allowed when prescribed by the Headmaster of a local school as a precondition for allowing the child to enter the school at the grade corresponding to the grade he had reached elsewhere.

(vi) 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 subparagraphs (ii) and (iii) above.

Tuition of the mother tongue

8. 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 own and is obliged to pay tuition for the teaching of the mother tongue to a child attending a local school in which the instruction is given in a language other than his own. Where attendance in a local school gives no entitlement to an education grant, 75 per cent of the cost of individual tuition of the mother tongue may be paid up to a maximum of \$500 a year for each child, except in the case of group language tuition, when the maximum is \$250 a year for each child. Where attendance in a local school gives entitlement to an education grant, the cost of tuition of the mother tongue, up to the maxima in the previous sentence, may be included in the allowable costs of attendance. No grant will be authorized for tuition of the mother tongue by a member of the staff member's family.

Periods of attendance

9. A grant is only payable for the periods of attendance while the staff member is in service with the United Nations. Under paragraphs (f) and (g) of staff rule 103.20, 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 scholastic year. For this purpose, the prorating may be on the basis on which the educational institution charges fees for attendance for parts of a year or by reckoning fractions of calendar months consisting of more than twenty days as full months and of eleven to twenty days as half months and ignoring fractions of ten days or less. In cases where the

school year is based on a period of twelve 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.

10. The grant is payable up to the day on which the child under 21 years of age ceases full-time attendance or up to the end of the school year in which the child reaches the age of 21. It always ceases on the last day of attendance and is not payable during the holiday which follows in either case. The period may be extended if the child's education is interrupted for at least one year by national service or by illness under staff rule 103.20 (c). National service does not include periods for which a child enlists voluntarily or periods spent in ascertaining the obligation of military service.

#### Travel costs

11. Staff members eligible for education grant whose children attend an educational institution outside 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 return journey each scholastic year. The travel may begin either from the duty station or from the educational institution. The expenses shall not normally exceed the cost of travel between the staff member's home country and his 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 dependants or because of the shortness of the period spent at the duty station. Three months is normally required between education and other travel and two weeks the minimum period spent at the duty station. Since the grant is payable up to the end of the school year in which the child reaches the age of 21 years, travel may be undertaken any time during that year or at the end thereof provided that full-time attendance was for not less than two thirds of the school year.

#### Rates of exchange

12. For the purpose of determining the entitlement of a staff member who incurs education expenses in a currency other than US dollars, any payments made towards

such expenses, within the costs allowed, will be converted into US dollars at the official United Nations rate of exchange in effect on the date or dates the payments are made. The staff member's entitlement, less the amount of any advance, will be paid to him in the appropriate currency at the official United Nations rate prevailing on the date the entitlement is paid.

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