



11 August 2021

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## **Administrative instruction**

### **Education grant and related benefits**

1. Pursuant to section 4.2 of Secretary-General's bulletin [ST/SGB/2009/4](#), the Under-Secretary-General for Management Strategy, Policy and Compliance amends as follows administrative instruction [ST/AI/2018/1/Rev.1](#), entitled "Education grant and related benefits".
2. Section 3.1 (a) and (b) is replaced by the following text:
  - 3.1 The education grant is computed on the basis of the following admissible expenses:
    - (a) Enrolment-related fees, which are administrative fees directly related to the application and admission to the educational institution for a given year certified by the educational institution. Such fees may include admission, application, registration, enrolment, matriculation and orientation fees. Assessment or examination fees charged by the academic institution or by an examination body that are required to determine admission to an academic programme or level of study are also admissible once (no retake examination fees are admissible);
    - (b) Tuition for full-time attendance that is paid directly to and certified by the educational institution for the provision of teaching at the academic institution in which the child has enrolled. Tuition may include fees required for a specific course, unless such fees cover expenses excluded in section 3.2.
3. Section 3.2 is replaced by the following text:
  - 3.2 Expenses that are not enrolment-related fees, tuition or capital assessment fees as defined in sections 2.4 and 3.1 above are non-admissible, even if mandated by the academic institution. Non-admissible expenses include, but are not limited to, fees charged for the provision of non-academic services (including health, catering, transportation, sports, extracurricular services and activities, field trips, etc.); general or miscellaneous fees; charges for resources (rental or purchase of equipment of any kind, including but not limited to laptops, computers and tablets, books, materials, supplies, uniforms, etc); and mandatory or optional contributions, donations, deposits, late fees or memberships.



4. The provisions of sections 3.1 (a) and (b) and 3.2, as amended by the present instruction, shall be applicable to all claims for the school year in progress as at 1 January 2021 and thereafter.

(*Signed*) Catherine **Pollard**  
Under-Secretary-General for Management  
Strategy, Policy and Compliance

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