



10 April 2017

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 — advances and education grant travel requests for the school year in progress on 1 January 2018**

I. General provisions

1. In its resolution [70/244](#), the General Assembly approved, upon recommendation by the International Civil Service Commission (see [A/70/30](#)), a revised education grant scheme. In the same resolution, the Assembly decided that the revised scheme would apply to the school year in progress on 1 January 2018.
2. The purpose of the present circular is to inform staff members who will be eligible to receive an education grant or a special education grant for children with a disability of the conditions under which requests for advances for education grant and special education grant and related travel will be processed for the school year 2017/18.

II. Education grant advance

3. Staff members who will be entitled to the education grant under the revised scheme and required to pay all or a portion of the school fees prior to 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).
4. With effect from the school year in progress on 1 January 2018, an education grant advance will be payable in relation to primary, secondary and post-secondary education up to the end of the school year in which the child completes four years of post-secondary studies or attains a first post-secondary degree, whichever comes first.
5. Pursuant to the revised scheme approved by the General Assembly in its resolution [70/244](#), the following expenses will be considered in the computation of the advance for the school year in progress on 1 January 2018:

* Reissued for technical reasons on 19 April 2017.

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



- (a) Tuition for full-time school attendance;
 - (b) Enrolment-related fees;
 - (c) Mother tongue tuition;
 - (d) Capital assessment fees.
6. The advance will be set at 75 per cent of the expenses listed above and up to a maximum of \$30,566, after deduction of any scholarship, bursary or similar grant, where applicable. However, the advance may be prorated based on the period of eligible service of the requesting staff member.
7. No advance shall be payable with respect to boarding expenses.
8. The request for advance 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 other expenses charged by the school, as well as any scholarship, bursary or similar grant.
9. After the advance is requested, and if 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.
10. A request for an advance may be submitted prior to or within four months after the beginning of the school year.
11. When there is a claim for the school year 2016/17 or for 2017, as applicable, 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) and all other supporting documents in respect of the claim for the previous school year, in accordance with the provisions of information circular [ST/IC/2014/12/Rev.1](#).
12. 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.
13. An advance that is not cleared by settlement of the relevant education grant claim will be recovered from the staff member's salary. Any advance will be considered as due from the staff member until the corresponding education grant claim is settled 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.
14. Advances are 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.

III. Special education grant advance

15. Staff members who will be entitled to a special education grant and required to pay all or a portion of the school fees prior to the beginning of the school year may apply for an advance against their entitlement. They should do so by completing form P.45.

16. The special education grant advance will be processed according to the provisions of section II above, except for the following:

(a) For the purpose of computing the special education grant advance, the expenses required to provide an educational programme designed to meet the needs of the child with a disability so that he or she may attend the highest level of functional ability will be considered. These expenses may include:

- (i) Charges for teaching or training services;
- (ii) Other costs or fees directly related to the educational programmes that are not optional or related to extracurricular activities;
- (iii) Expenses for special equipment for educational purposes if not covered under health insurance;
- (iv) Expenses incurred for local transportation required for the child with a disability.

Capital assessment fees will also be included in the computation of the advance;

(b) The advance will be set at 100 per cent of the expenses listed above, up to a maximum of \$40,600, after deduction of any scholarship, bursary or similar grant, where applicable. However, the advance may be prorated based on the period of eligible service of the requesting staff member. The request for advance 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 other expenses charged by the school, as well as any scholarship, bursary or similar grant.

IV. Education grant travel

17. As of the school year in progress on 1 January 2018, education grant travel will be payable only to staff members who will be in receipt of assistance with boarding expenses in respect of a child in primary or secondary education.

V. Final provisions

18. The provisions of paragraphs 3 to 12 of information circular [ST/IC/2014/12/Rev.1](#) are superseded by the present circular.

Annex



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 the original to your Human Resources Officer.

Instructions for Part III, Textbooks (for the school year 2016/17 or 2017 as applicable): Textbook expenses may be claimed only in respect of the school year 2016/17 or 2017 as applicable, 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: Request for education grant advance: for each child, attach documentation to substantiate the amount requested. The following expenses will be considered: tuition for full-time attendance, enrolment-related fees, mother tongue tuition and capital assessment fees. For 2017/18, the advance is set at 75 per cent of these expenses, up to a maximum amount of \$30,566.

Request for special education grant advance: for each child, attach documentation to substantiate the amount requested. Note that admissible expenses are the expenses required to provide an educational programme designed to meet the needs of the child with a disability so that he or she may attend the highest level of functional ability. The advance is set at 100 per cent of these expenses, plus capital assessment fees, up to a maximum of \$40,600.

REQUEST AND CERTIFICATION

I request an advance against the education grant for the 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.


I understand that in accordance with [ST/AI/2011/4](#),¹ paragraph 9.2: staff members must retain all required original documentation for five years and must be ready to provide that documentation to the Office of Human Resources Management or the Office of Internal Audit Oversight Services upon request, within 30 days for monitoring purposes. Failure to do so will result in the immediate recovery of monies and the discontinuation of benefits, and could result in disciplinary action.

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

***Please note that for the claim to be valid, it must be submitted on a double-sided form.**

P.45-E (4-17)

¹ As may be replaced by a new administrative instruction on the subject.

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 OR Specify fixed amount <input type="checkbox"/> US\$		Check box for OR Specify fixed amount <input type="checkbox"/> US\$		Check box for OR Specify fixed amount <input type="checkbox"/> 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 or Special Education Grant							
School Year (From – To)	Day/Month/Year – Day/Month/Year		Day/Month/Year – Day/Month/Year		Day/Month/Year – Day/Month/Year		
Education grant (paras. 5-8 of ST/IC/2017/15 refer) or special education grant (para. 16 of ST/IC/2017/15 refers)	US\$		US\$		US\$		

FOR OFFICIAL USE OF OHRM

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"/> <input type="checkbox"/> OTHER CTRY <input type="checkbox"/>	DUTY STN. <input type="checkbox"/> HOME CTRY <input type="checkbox"/> OTHER CTRY <input type="checkbox"/>
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:

P.45-E (4-17)