



Frequently Asked Questions

EDUCATION GRANT

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If my child left college prior to completing the academic school year, how will that affect the education grant for that year?

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The amount of the grant to be paid will be prorated. The modalities for prorating the amount of the education grant are described in the relevant administrative instructions listed on the **Education Grant HR Factsheet** and found in the HR Handbook. You can submit a claim for expenses you have paid. If your child does not complete the school year, you must submit the claim within one month of the date your child's full-time attendance ends.

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I receive an education grant for my child who is studying in a location away from my duty station but in the same country as my duty station. Are the boarding and travel expenses payable in this case?

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In most cases, when the child is studying in the country of the duty station, no matter how far, boarding and travel expenses are not admissible under the education grant entitlements.

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Under which circumstances are boarding expenses admissible when the child attends a school in the county of the duty station?

A

Boarding expenses can be admissible on exceptional basis when a child attends an educational institution beyond commuting distance from the area where the staff member is serving and in the opinion of the Secretary-General, no school in the area will be suitable for the child. Information on such exceptions can be obtained from the local HR Office.

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Is the education grant based on an academic year cycle or the calendar year?

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The education grant follows the academic year. Open the **Education Grant HR Factsheet** for details about applying in advance of an academic year or making a claim at the end of an academic year.

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How would my education grant be affected if my child changed schools during the same academic year and both schools are away from my duty station?

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If a child attends different schools during the same academic year, the amount of the grant will be prorated according to the time spent at each academic institution, not to exceed the total entitlement (for more information see the relevant administrative instructions listed on the Education Grant HR Factsheet and found in the HR Handbook). Education grant travel is payable for one round trip journey by the child each scholastic year between the educational institution and the duty station. Regardless of the change in schools, only one round trip journey during that academic year can be claimed.



The academic institution my child attends charges various administrative and academic fees. When applying for the education grant, how can I know which fees are admissible/not admissible expenses?



Admissible expenses are tuition, textbooks, or tuition for the teaching of the mother tongue when the dependent child attends a local school in which the instruction is given in a language other than his or her own. All admissible and non-admissible expenses are explained in detail the relevant administrative instructions listed on the **Education Grant HR Factsheet** and found in the HR Handbook and may further be specified through periodic Information Circulars.

When you submit a claim for admissible expenses you must also have the required documentation:

- a) You must have the P.41 form "Certificate of Attendance and Costs and Receipts for Payment" completed by the school.
- b) Substantiating documents—the invoices, receipts, cancelled checks and bank statements—that document the education expenditures
- c) If you wish to claim for private tuition for education in the mother tongue, you must also have the teacher's certification.



I did not receive an education grant advance and the school year has ended. Can I retroactively put in a claim for an education grant?



Yes. However, any retroactive claim of education grant must be made within one year of the date on which the staff member would have been entitled to receive the grant, in this case the end of the school year. You must submit the P.45 form and all required supporting documentation as indicated on the **Education Grant HR Factsheet**.



If I am eligible for reimbursement of education grant travel expenses, can I request a lump-sum option for either one way or round trip?



You can request the lump-sum option for education grant travel but only to cover the round-trip journey. Once the lump-sum is selected, it is not possible to request the travel be arranged by the Organization for the same trip.



Can I combine education grant travel with home leave travel for my child?



You may combine education grant travel with home leave travel for your child provided the child spends at least seven days at the duty station, as well as seven days at the place of home leave.



I am taking a one-year assignment to a non-family duty station from a family duty station. How will that affect the education grant for my dependent children staying at the family duty station?

A

The amount of the education grant will be based on the actual location of the educational institution the child is attending, taking into account the location of the duty station where you are installed. Staff members are able to claim reimbursement for boarding costs, or payment of the flat sum for board, for a child attending school outside the non-family duty station.

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My appointment expires before the end of the school year. When should I submit my claim for the education grant?

A

If your appointment expires before the end of the school year, you must submit the claim one month before the date of your separation from service.