



APPLICATION FORM FOR EDUCATION ALLOWANCE 2015/2016

PMO may cancel entitlement if no application is introduced
IMPORTANT: this may entail interruption of a child's medical cover.

Applicant: **Staff No:**..... **AGENCY :**

Private address: **Town** **Country**

Pursuant to Article 3 of Annex VII and Section 3, Article 16(96) of Annex XIII to the Staff Regulations of Officials of the European Communities (see the Administrative Notices), I hereby apply for an education allowance for my child/children in respect of whom

I hereby declare that : (please tick as applicable)

- my child/children is/are attending primary school secondary school higher-education establishment
(I also attach **part B** duly filled in for my child/children **aged 18 or other**)
- the situation regarding my child/children's schooling has changed (see below)
- one of my children is attending a school which charges fees (see explanatory notes)

I am a **NEW** temporary / contract staff member who joined the Agency on/...../.....

- one of my children is attending **primary school for the first time**
- one of my children is attending **a higher-education establishment for the first time**
O → and I hereby request **money transfer** (or prorogation) abroad. I complete the ad hoc form
- one of my children is attending boarding school or lives away from the family home in paid accommodation (complete part C)

- my child..... **completed** his/her education on (date of final exam/dissertation)
- my child..... **interrupted** his/her education on.....
- my child..... **resumed**, after an interruption, his/her education on

- my child..... is taking **correspondence courses** since
- my child..... is on **apprenticeship contract** since
(copy of contract to be enclosed)
- my child..... is a **trainee** since
paid **unpaid** (copy of contract to be enclosed)

I undertake to inform the Agency's HR of any change in my family situation which may affect my entitlement to family and education allowances.

I attach to this form the necessary supporting documents. Any form which is incorrect will be returned

I certify that this declaration is true. Any incorrect declaration will lead to a recuperation of unduly paid amounts

Place Date Signature

I fill in part A

PART A
(1 copy per child - must be filled in)

Child's name Date of birth

Name of educational establishment attended

Address Town Country

Transport costs: (only for children attending primary or secondary school)

public transport (a copy of the **nominative** season ticket **must** enclose specifying the name of the child, the period and the price)

➤ **Belgium** : Reimbursement 50% by the Communauté française
Yes No

private transport: distance **one way** home- school:km

school bus (you **must** enclose a copy of the school's invoice)

Registration fees for a primary or secondary school : → copy of the **detailed invoice** to be enclosed

*(school charging fees means primary or secondary school which charges registration fees - are not eligible for reimbursement, administrative fees, photocopying, school materials, extra-curricular, etc.)

➤ **French children** : Prise en charge par l'Agence pour l'Enseignement Français à l'Etranger (AEFE) au bénéfice des enfants français résidant avec leur famille à l'étranger et qui sont scolarisés dans un établissement d'enseignement français hors de France (p.ex. Lycée français)

Yes No

→ supporting documents to be enclosed

Grant or other education allowance

Received from since

An amount of /month

An amount of /year

→ supporting documents to be enclosed

Other income of child

Received from since

Gross monthly amount:

→ supporting documents to be enclosed

Staff No:

PART B : ATTENDANCE CERTIFICATE

*(to be filled in by the educational establishment - **ORIGINAL** to be enclosed for each child aged 18 or over during the school year or attending a school charging fees)*

I the undersigned (position) certify that
the pupil/student born on
is attending for the **2015/2016** school /academic year
the following establishment
in (town)..... (country).....
which began on and will end on

The child follows the class/year of the course described below :

TYPE:

- DAY COURSE
- EVENING COURSE
- CORRESPONDENCE COURSE (**proof of participation in examinations must be submitted**)
- APPRENTICESHIP (**please enclose a copy of the contract**)

LEVEL:

- PRIMARY
- SECONDARY OR EQUIVALENT
- UNIVERSITY OR EQUIVALENT

THE PUPIL/STUDENT is enrolled as a:

- DAY PUPIL
- BOARDER (**Part C must be completed**)
- OBSERVER

TOTAL WEEKLY HOURS ATTENDANCE:

Place Date

Signature

Official stamp

Staff No:

PART C

DECLARATION OF PAYING ACCOMMODATION OUTSIDE THE FAMILY'S PLACE OF RESIDENCE
(only for primary or secondary pupils)

*(to be filled in by a representative of the boarding school or the person with whom the child lives;
ORIGINAL to be returned or copy of the lease with invoice or proof of payment)*

I the undersigned (position) certify that
the pupil/student born on
stays as from until
at the following private or establishment address
at (street)
in (town)..... (country).....

Place Date

Signature

Official stamp
