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| **EDUCATION GRANT (EG) CHECKLIST FOR STAFF MEMBERS**  **References:**   * **Staff Regulation 3.2, Staff Rule 3.9; APPENDIX B** * [**ST/AI/2018/1/Rev.1**](https://undocs.org/ST/AI/2018/1/Rev.1)**,** [**ST/AI/2018/1/Rev.1/Amend.1**](https://daccess-ods.un.org/tmp/7933749.55654144.html)**,** [**ST/AI/2018/1/Rev.1/Amend.2**](https://documents-dds-ny.un.org/doc/UNDOC/GEN/N22/339/21/PDF/N2233921.pdf?OpenElement) **(Regular EG);** [**ST/AI/2018/2**](https://undocs.org/ST/AI/2018/2)[**, ST/AI/2018/2/Amend.1**](https://documents-dds-ny.un.org/doc/UNDOC/GEN/N22/339/24/PDF/N2233924.pdf?OpenElement) **(Special EG)** * [**ST/AI/2016/3**](https://docs.un.org/en/st/AI/2016/3) **Special entitlements for staff members serving at designated duty stations** * [**ST/AI/2013/3/Rev.1**](https://docs.un.org/en/st/AI/2013/3/Rev.1) **Official Travel** * **Policy Guideline on Education Grant and related Benefits (**[**OHR/PG/2022/1**](https://policy.un.org/sites/policy.un.org/files/files/documents/2022/Jun/policy_guideline_education_grant_-_1_june_2022.pdf)**); Policy Guideline on Special Education and related Benefits for Children with a Disability (**[**OR/PG/2022/2**](https://policy.un.org/sites/policy.un.org/files/files/documents/2022/Jun/policy_guideline_special_education_grant_-_1_june_2022_0.pdf)**).**   **Note: For applicable entities, requests must be submitted via** [**INEED/UNITE SELF-SERVICE**](https://uniteid.un.org/oaam_server/oamLoginPage.jsp?app=ineedss&tap_token=v2.0~OAAMTAPPartner~%3D%3D) **with supporting documents combined in one attachment.**  WHAT IS BEING REQUESTED:  REQUEST FOR EG ADVANCE - FIRST TIME / NEW SCHOOL: See Part 1 Below  SUBMISSION OF EG CLAIM FOR PREVIOUS SCHOOL YEAR AND REQUEST FOR EG ADVANCE FOR NEW SCHOOL YEAR: See Part 2 Below  SUBMISSION OF **SPECIAL** EG CLAIM FOR PREVIOUS SCHOOL YEAR AND/OR REQUEST FOR **SPECIAL** EG ADVANCE FOR NEW SCHOOL YEAR: See Part 3 Below  SUMMER COURSES:See Part 4 Below  MOTHER TONGUE (GROUP):See Part 5 Below  MOTHER TONGUE (PRIVATE TUITION): See Part 6 Below  TEXTBOOKS (FOR SPECIAL EG ONLY): See Part 7 Below |
| **Part 1. Request for education grant advance \* (first time / new school)**  [Form P.45/EG (4-25)](https://iseek.un.org/system/files/2022/06/p45_eg_e_5-22.docx) (printed and signed by the staff member - 2-sided (Complete sections I, II and IV)  A letter of acceptance from the school  Invoices or other official documentation from the educational institution attesting to the fees, including  enrolment, capital assessment/levy, tuition, meal plans, boarding (if applicable) and any scholarship, bursary or similar grant  If requesting advance for child at post-secondary level, attach copy of child’s high school diploma (or equivalent) and evidence of post-secondary levels completed beyond High School |
| **Part 2. Submission of EG claim for previous school year & request for new EG advance**  [Form P.45/EG (4-25)](https://iseek.un.org/system/files/2022/06/p45_eg_e_5-22.docx) printed and signed by the staff member - 2-sided (Complete sections I, II, III for last year’s settlement; and IV for requesting new advance)  To request advance, indicate the amount of admissible expenses (tuition, enrolment related fees, boarding, meal plans, capital fees, etc.)  [Form P.41 (5-24)](https://iseek.un.org/system/files/2023/03/p.41_e_3-23_e_1-.docx) with a school stamp/seal and name and signature of the official who completed the form. The school official should:  specify the dates (day, month, year) of the school year;  specify the dates of the child’s attendance during the school year;  indicate whether the child was in full-time attendance;  initial any alterations, corrections, or revisions made to the form;  specify the tuition amount, breakdown all fees charged and reflect scholarships/grants (if any);  specify all payment amounts made by the staff member, including loans, in section 14.  **\* Note: 1 –** **Requests for advances for the current school year will not be processed until claims for the previous school year have been settled.**  **2 – If no advance was requested, claims for payment of Education Grants must be submitted promptly, but no later than one year from the last day of the relevant school year.**  **3 –** **If an advance was requested, claims for payment of Education Grants must be submitted within two months upon completion of the academic year.** |
| **Part 3. Submission of special EG claim for previous school year & request for special EG advance\***  **Determination of eligibility for special EG for the first time:**  Before an advance could be paid for a new special EG, staff members need to contact the Division of Health-Care Management and Occupational Safety and Health (DHMOSH) with supporting documentation requesting review of eligibility. HR Operations, DOS should also be informed at the same time, for their follow-up and confirmation with DHMOSH that the entitlement is certified.  **Supporting confidential documents to be scanned and e-mailed directly to DHMOSH at:** [**childbenefits@un.org**](mailto:msdchildbenefits@un.org)**:**  Recent medical report by child’s physician on health of the child;  Document from the school or equivalent stating that the student was enrolled in a special programme for the learning disabled or will be provided special academic assistance (the type of which should be enumerated);  School report card of the latest completed academic year or equivalent;  Updated psychological evaluation report, including the results of all psychometric tests performed that led to the diagnosis, which should be clearly stated, from a neuropsychologist not related to the school the child is   attending or will attend.  **Request for education grant advance for Special EG\* (first time / new school)**  [Form P.45/SEG (4-25)](https://iseek.un.org/system/files/2023/03/p.45_seg_e_3-23_e_1-_0.docx)  printed and signed by the staff member - 2-sided (Complete sections I, II and IV).  A letter of acceptance from the school.  Invoices or other official documentation from the educational institution attesting to the fees, including  enrolment, tuition, boarding, meal plans, capital assessment/levy, special training and/or tutoring (with valid tutor’s credentials) and any scholarship, bursary or similar grant.  If requesting advance for child at post-secondary level, attach copy of child’s high school diploma (or equivalent) and evidence of post-secondary levels completed beyond High School.  Evidence that all other possible sources of benefits have been exhausted (i.e. insurance, US Board of Education).  **Submission of Special EG claim for previous school year & request for new SEG advance**  Form [Form P.45/SEG (4-25)](https://iseek.un.org/system/files/2023/03/p.45_seg_e_3-23_e_1-_0.docx) printed and signed by the staff member - 2-sided (Complete sections I, II, III for last year’s settlement; and IV to request new advance).  To request advance, indicate the amount of admissible expenses (tuition, boarding, meal plans, enrolment related fees, capital assessment/levy fees, special training and/or tutoring, etc.)  [Form P.41 (5-24)](https://iseek.un.org/system/files/2023/03/p.41_e_3-23_e_1-.docx) school stamp/seal, and name and signature of the official who completed the form. The school official should:  specify the dates (day, month, year) of the school year;  specify the dates of the child’s attendance during the school year;  indicate whether the child was in full-time attendance;  initial any alterations, corrections, or revisions made to the form;  specify the tuition amount, breakdown all fees charged, and reflect scholarships/grants (if any);  specify all payment amounts made by the staff member, including loans.  If no advance was received, provide evidence that all other possible sources of benefits have been exhausted (i.e. insurance, US Board of Education);  **\*Note: 1 - ALL STAFF holding a fixed-term, continuing or permanent appointment may be entitled to Special Education Grant.**  **2 - It is the responsibility of the staff member to ensure that updated medical and academic progress reports are submitted to DHMOSH prior to the expiration of the next medical review date.**  **3 – Please note that expenses covered or partially covered by medical insurance, shall be deemed inadmissible.** |
| **Part 4. Summer Courses (only considered admissible when the educational institution certifies that such courses are a prerequisite for further attendance during the subsequent regular academic year and for the institution’s regular diploma. When admissible, expenses for summer courses are reimbursed as part of the admissible expenses incurred for the prior academic year, subject to the maximum claim amount)**  Form [P.41 (5-24)](https://iseek.un.org/system/files/2023/03/p.41_e_3-23_e_1-.docx) along with relevant P.45 form  Form [P.41/D (3-18)](https://iseek-newyork.un.org/system/files/p.41d_3-18.docx) form, completed, signed and sealed by the school |
| **Part 5. Request for Tuition in the Mother Tongue (accredited or registered language school)**  Form [P.41/A (3-18)](https://iseek-newyork.un.org/system/files/p.41a_3-18.docx) – completed, signed and sealed by the language educational institution  Relevant Form [P.41 (5-24)](https://iseek.un.org/system/files/2023/03/p.41_e_3-23_e_1-.docx) and [Form P.45/EG (4-25)](https://iseek.un.org/system/files/2022/06/p45_eg_e_5-22.docx) forms (if child attended a public school, for which no tuition/fees were charged, please use Form [P.41/B (3-18)](https://iseek-newyork.un.org/system/files/p.41b_3-18_0.docx) instead of Form [P.41 (5-24)](https://iseek.un.org/system/files/p.41_e_4.20.docx))  Proof of payment for amounts paid (i.e.: cancelled cheques, bank statements, receipts or invoices marked as paid) |
| **Part 6. Request for Tuition in the Mother Tongue (Private tutor, who is not a family member)**    Form [P.41/A (3-18)](https://iseek-newyork.un.org/system/files/p.41a_3-18.docx) – completed and signed by the tutor  Relevant Form [P.41 (5-24)](https://iseek.un.org/system/files/2023/03/p.41_e_3-23_e_1-.docx) and [Form P.45/EG (4-25)](https://iseek.un.org/system/files/2022/06/p45_eg_e_5-22.docx) forms (if child attended a public school, for which no tuition/fees were charged, please use the Form [P.41/B (3-18)](https://iseek-newyork.un.org/system/files/p.41b_3-18_0.docx) instead of the Form [P.41 (5-24)](https://iseek.un.org/system/files/2023/03/p.41_e_3-23_e_1-.docx))  Evidence that the tutor is certified in the language of instruction  Proof of payment for amounts paid (i.e.: cancelled cheques, bank statements, receipts or invoices marked as paid) |
| **Part 7. Textbooks (admissible for Special Education Grants only)**  Same forms as in Part 3  Form [P.41/C (12-22)](https://iseek.un.org/system/files/2022/12/p.41c_12-22.docx) – completed, sealed and signed by the school  Proof of payment (i.e.: cancelled cheques, bank statements, receipts or invoices marked as paid) |
| **Note:**   1. **Please ensure that the latest version of the application forms are completed. These can be found on iSeek under:**   **Topics ->** [**Forms –>(type form name on search tool)**](https://iseek.un.org/forms/Allowances%20and%20Benefits);**or**  **Topics -> Policy Portal -> Human Resources -> Salary and related allowances -> Education Grant**  **2. Please be reminded that staff member~~s~~ must retain all required original documentation for five years and must be ready to provide that documentation to HR Operations, DOS or the Office of Internal Oversight Services (OIOS) upon request, within 30 days for monitoring purposes. Failure to do so will result in the immediate recovery of monies and discontinuation of benefits and could result in disciplinary action.** |