**UNITED NATIONS  NATIONS UNIES**

|  |
| --- |
| **CERTIFICATE OF ATTENDANCE AND COSTS AND RECEIPT FOR PAYMENTS** |
| **A. TO BE COMPLETED BY THE UNITED NATIONS STAFF MEMBER *(complete items 1-4)*** |
| 1. Name of staff member *(parent)*:*(Last name, First name)* | 2. UN index number: | 3. Name of child *(student*): *(Last name, First name)* | 4. Child’s date of birth *(DD/MM/YYYY):*  |

**B. TO BE FULLY COMPLETED BY EDUCATIONAL INSTITUTIONS ONLY**

**To:** **Educational institutions attended by a child of a United Nations staff member**

 For your information, staff members of the United Nations are entitled, under certain conditions, to an education grant or special education grant. This form has been devised to assist in determining their entitlements and in establishing the amount of the grant. Your cooperation in completing this form will be much appreciated. Please note that the information on this form shall cover **one academic year only.**

 Please return the original to the staff member and retain a copy for your files. This may also facilitate confirmation of the information which is performed by the United Nations on a periodic and routine basis.

|  |  |  |  |
| --- | --- | --- | --- |
|  1. The **academic year** began: | **DD       MM       YYYY** | and ended: | **DD       MM       YYYY** |
|  |  |  |  |
|  2. The **student attended** from: |  **DD       MM       YYYY** | to: |  **DD       MM       YYYY** |
|  |  |  |  |
|  3. Was the abovementioned period of attendance on a **full-time basis**? | [ ]  Yes [ ]  No | Remarks: |  |
|  4. The student was in **grade/level/class/form**: |  | 5. Student **ID No.**: |  |
| 6. COST  |
| *Please add itemized list of all expanses charged by school and payments made, including special teaching/equipment in cases of special education, if applicable.****Bold items are mandatory.*** *Add any other expenses where charges were made, in rows below, as applicable.*  | *CHARGE by the academic institution* | *PAYMENTS made by the family* |
| ***Currency*** | ***Amount*** | ***Date (DD/MM/YYYY)*** | ***Currency*** | ***Amount*** | ***Date (DD/MM/YYYY)*** |
| **Tuition fees[[1]](#footnote-1)***(excluding costs related to textbooks, lunch, food and lodging, extracurricular activities, services or resources, lunch programme, transportation and other charges not related to tuition. Please indicate these costs separately under Q7-10 on page 2)* |  |  |  |  |  |  |
| **Enrolment fees[[2]](#footnote-2)** |  |  |  |  |  |  |
| **Capital assessment fees[[3]](#footnote-3)** |  |  |  |  |  |  |
| **Boarding** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL AMOUNT** |  |  |

***\*If necessary, please itemize on a separate attached sheet and ensure that it is initialled by the signatory.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | ***Currency*** | ***Amount*** | ***Date (DD/MM/YYYY)*** |
| 7. If the institution provided **textbooks** to student, is the corresponding expense included in the tuition? | [ ]  No [ ]  Yes  | If yes, the cost was?  |  |  |  |
| 8. If the institution provided **food and lodging** to student, is the corresponding expense included in the tuition? | [ ]  No [ ]  Yes  | If yes, the cost was?  |  |  |  |
| 9. If the institution charged for a **lunch programme,** is the corresponding expense included in the tuition? | [ ]  No [ ]  Yes  | If yes, the cost was?  |  |  |  |
| 10. If daily group **transportation** was provided by or through the institution, is the corresponding expense included in the tuition? | [ ]  No [ ]  Yes  | If yes, the cost was?  |  |  |  |
| 11. If applicable, indicate the amount of **scholarship or grant(s) given by the academic institution or any non-UN financial assistance given to the child** *(excluding loans)*: |  |
| 12. Did the academic institution refund any fees indicated above, either in full or in part? [ ]  Yes [ ]  No(if yes is selected, please provide details on the amount and reason)  |
| 13. Name and address of academic institution: | **FOR CHILDREN WITH SPECIAL NEEDS ONLY:** **Is this a special education institution?** [ ]  Yes [ ]  No**If this is NOT a special education institution, has your institution provided special accommodations and/or special arrangements for the child to respond to his/her special needs?** [ ]  Yes [ ]  No**If special arrangements have been provided at an extra cost, please list them under #6.**  |
| 14. Telephone: |  | 15. Fax No.: |  | 16. Email: |  |
| 17. Name and title of officer authorized to sign on behalf of the educational institution: |  |
| 18. Signature of officer: |  | Date: (DD/MM/YYYY): |  |
|  |
| 19. Seal of educational institution: |  |

1. 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, If the school normally includes other expenses under the Tuition fee, i.e., textbooks, lunch, food and lodging, extracurricular activities, services or resources, transportation and other charges not related to tuition, the amount must reflect exclusively tuition costs and other expenses must be listed as separate expense items below item. [↑](#footnote-ref-1)
2. For purposes of this form, enrolment-related fees are administrative fees directly related to the application and admission to the educational institution for a given year. 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). [↑](#footnote-ref-2)
3. Capital assessment fees are fees intended to fund the construction, upgrade, refurbishment and maintenance of the buildings. Such fees may also be known as, building levy/fund/fee, capital levy/fund/fee, first-time parent fee, incorporation fee or development fee. Complete this line only if such fees are a requirement for continued enrolment. Do not include optional fees or optional contributions made by the staff member for capital improvement purposes. [↑](#footnote-ref-3)