UNITED NATIONS  NATIONS UNIES

**EDUCATION GRANT AND RELATED BENEFITS**

**CLAIM FOR PAYMENT AND/OR REQUEST FOR ADVANCE**

***INSTRUCTIONS:*** When submitting a claim for payment and/or a request for advance, you must complete parts I and II of this form.

In addition, please complete:

* Part III if you are submitting a claim for payment of the education grant and related benefits and/or
* Part IV if you are submitting a request for an advance against the education grant and related benefits.

For each child, attach documentation to substantiate the amounts requested/claimed.

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| 1. **REQUEST/CLAIM AND CERTIFICATION**

[ ] I request an advance against the education grant and related benefits for the academic year20       to 20       AND/OR [ ] I claim the education grant and related benefits for the academic year 20       to 20       I understand: * That any advance will be recovered from my salary if a claim for payment is not submitted within the set deadline;
* My obligation to retain for five years the supporting documentation in its original form or scanned copies certified as seen by a UN official and to submit it upon request for monitoring and compliance purposes;
* My obligation to promptly inform the Organization of any changes in the information or estimates provided in support of my request/claim;
* That the Organization may conduct a compliance review of my requests or claims;
* The consequences of submitting incomplete, unsubstantiated or false information, as discussed in section 10.4 of ST/AI/2018/1.

I attest:* To the correctness of the information provided herewith;
* That I have disclosed all scholarships, bursaries or similar grants received from the school or any other entity in respect of the child/children;
* That no other education grant is being paid in respect of the child/children for the periods indicated;
* That during the year(s) of the claim I am submitting, (select the option that applies)

[ ]  I have not been telecommuting on flexible working arrangements from my home country or country of permanent residence; OR[ ]  I have been telecommuting on flexible working arrangements from my home country or country of permanent residence on these dates (please specify):      * That as a result of the COVID pandemic, the school(s) (select the option that applies):

[ ]  did not refund any fees or expenses, OR[ ]  refunded some expenses. Please specify amount:      I authorize the United Nations to contact the educational institution directly and to request any information or documentation related to the present request and/or claimSignature of staff member:\_      Date: \_\_\_\_\_     \_\_\_\_\_\_ (Typed signature is acceptable) (dd/mm/yyyy) |
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 **\* Please ensure both pages of this form are submitted, preferably double-sided if submitted in hard copy.**

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| **UNITED NATIONS** | **UN** | **CLAIM FOR PAYMENT OF EDUCATION GRANT AND RELATED BENEFITS****AND/OR ADVANCE AGAINST THE EDUCATION GRANT AND RELATED BENEFITS** |
| **II. Staff member:**  |
| Last name of staff member  | First | Middle initial  | Index No. | Level | Dept. or Div. | Ext. |
| Type of appointment | Expiry date | Entrance on duty date(dd/mm/yy)  | Home country | Duty station | Type of U.S. visa |
| Is the child’s other parent a staff member of the United Nations common system? | [ ]  Yes [ ]  No |  | If yes, is the other parent requesting an advance/claiming education grant as well? | [ ]  Yes [ ]  No |
| Child’s name  |  |  |  |
| Date of birth (day/month/year) |  |  |  |
| Name of school or university attended |  |  |  |
| Location of school (city, country) |  |  |  |
| Level of instruction(class or grade) |  |  |  |
| **III. Claim for education grant and related benefits:** |
| Academic 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)(attach form P.41/B) | Day/month/year – day/month/year | Day/month/year – day/month/year | Day/month/year – day/month/year |
| Total cost from academic institution (attach form P.41) | Currency and amount | Currency and amount | Currency and amount |
| Tuition in mother tongue (attach form P.41/A) | Currency and amount | Currency and amount | Currency and amount |
| Other admissible expenses not included in P.41 forms \* | Currency and amount | Currency and amount | Currency and amount |
| Scholarship, bursary or similar grant (provide details in attachment if not certified by the school in P.41) | Currency and amount | Currency and amount | Currency and amount |
| Boarding assistance | Check box [ ]  | Check box [ ]  | Check box [ ]  |
| Child was boarding (from – to) | Day/month/year – day/month/year | Day/month/year – day/month/year | Day/month/year – day/month/year |
| **IV. Request for advance against the education grant and related benefits** |
| Academic year(from – to) | Day/month/year – day/month/year | Day/month/year – day/month/year | Day/month/year – day/month/year |
| Education grant(see ST/IC/2018/7, paras. 4–9) Select ONE of the following options: | Admissible expenses for next year [ ]  (attach list of projected admissible expenses if you select this option) OR Last year’s EG entitlement amount [ ]  | Admissible expenses for next year [ ]  (attach list of projected admissible expenses if you select this option) ORLast year’s EG entitlement amount [ ]  | Admissible expenses for next year [ ]  (attach list of projected admissible expenses if you select this option) OR Last year’s EG entitlement amount [ ]  |

\* Please provide itemized list of admissible expenses with name of provider, dates and proof of payment as an attachment to this application