

Social Fund FAQs

1. What types of subsidies does the Social Fund grant and who can apply?

There are three types of subsidies: for school trips, for the purchase of devices (laptop/tablet or printer), and for tuition fees (only in the case of changed circumstances).

Any member of APEEEL1 can apply for each of the subsidies except the subsidy for tuition fees, which is reserved for those paying such fees. The subsidies are targeted towards lower income families: the lower your income, the more likely it is that your application is approved and the higher the subsidy would be. Generally, we encourage all families with equivalised household income below the national median to apply¹.

2. Do I have a right to receive a subsidy if I meet certain criteria?

No, there is no right to receive a subsidy, regardless of your situation. The Social Fund is there to help those most in need as far as possible; however, the outcome depends on budgetary availability and the other applications received. Even if your equivalised disposable monthly income is below the threshold mentioned above, your application might still be rejected.

3. How is the subsidy size determined?

The Social Fund WG determines the amount of each individual subsidy using a set of internal guidelines and taking into account the other applications received and the overall budgetary availability. The internal guidelines provide for a decreasing contribution of APEEEL1 with increasing income. Other relevant factors include household composition, single parent, activity status (e.g. unemployment, part-time work etc.) and tuition fees.

4. Can I see the internal guidelines in order to estimate in advance the subsidy amount that I should expect to obtain?

No. The internal guidelines are not public. The main reason is that those guidelines are indicative, i.e. the subsidy granted by the Social Fund WG may be different from what you would calculate yourself if you were to apply the guidelines. The guidelines are an internal instrument intended to help us apply equal standards to all incoming applications. However, we need certain flexibility in order to deal with the variety of cases that can arise and respond to changing trends in the incoming applications.

4. When and how should I apply?

For School trips, you should apply at least two weeks before the trip. For a device purchase, you should apply before buying the device. For tuition fees you should apply no later than

¹ The “Equivalised disposable income per household member” allows to compare the living standards of households having different sizes and compositions. This number is calculated by using the so-called modified OECD scale, according to which the reference person of the household counts for 1 adult-equivalent, every other member aged 14 or over count to 0.5 and each member aged 13 or less to 0.3. The Luxembourg median in 2019 was EUR 3 029, the average: EUR 3 568. Note that we consider also other factors, so you may apply even if your income is slightly above the national median or even the national average.

https://statistiques.public.lu/stat/TableViewer/tableViewHTML.aspx?ReportId=12954&IF_Language=eng&MainTheme=3&FldrName=1&RFPPath=29

two months after the change in circumstances or one month from the first school day if the change in circumstances happened in a previous academic year.

5. What documents should be included in my application?

By default, all applications should include the following:

- household composition certificate
- application form signed by both parents (or by one, if single parent)
- last three monthly pay slips for each parent (if employed or perceiving a pension)
- if child benefits not listed on salary slip: document showing their amount
- if unemployed person: proof of unemployment benefits
- if single parent: proof of exclusive parental rights, allowances from the other parent

We would request additional documents only in exceptional cases.

6. How will APEEEL1 treat my personal information?

Normally, only the APEEEL1 Secretary will have access to your complete application file, including the supporting documents. The Social Fund WG will review your application in anonymised form prepared by the APEEEL1 Secretary. If a subsidy is granted, the APEEEL1 Treasurer will see your name and bank account in order to execute the payment. In rare cases, your application may be selected for an audit, in which case the auditor(s) would see your application. Your personal information and supporting documents will not be shared with anyone else.

7. My application has been rejected. Can I launch an appeal?

Yes, you can address an appeal to the President of APEEEL1.

If you need further information or simply want to share comments or suggestions on the operation of the Social Fund, please write to office@apeeel1.lu with subject “Social Fund”.