

Social Fund Rules

Eligibility

1. The following expenses are eligible for a subsidy from APEEEL1:

- School trips, which are part of the School curriculum. There is no limit on the number of eligible school trips per family.
- Electronic devices used mainly for school work by the student (laptop, tablet, printer). Only devices with a unit price including VAT below the following limits are eligible: laptops/tablets under 600 euros, printers under 100 euro.
- Tuition fees, under the following conditions:
 - inability to pay the tuition fees for the current academic year due a significant and unexpected change in circumstances (e.g. death, accident, serious illness)
 - the change in circumstances must have occurred after the final date for enrolment for the current academic year.
 - the subsidy shall be a single payment in order to help the student complete the current academic year and shall not be continued during the following academic years.

Procedure to safeguard confidential information

2. All applications should be submitted in a sealed envelope with mark “Confidential: Social Fund Application” to the following address

APEEEL1
Bureau C002, Bâtiment Primaire
École Européenne Lux 1
23 Boulevard Konrard Adenauer
L-1115 LUXEMBOURG

2. The APEEEL Secretary shall open, archive and prepare the applications for review by the Social Fund Working Group in anonymized form. The Social Fund WG shall decide whether a subsidy is granted in each case and the amount. The APEEEL1 Secretary shall notify the decision to the applicant asking her/him to provide a bank account for the payment of the subsidy. The Treasurer shall make the payment.

Timeline for School trips

Applications for School trips should be sent no later than two weeks before the School trip. The applicant shall provide a proof of payment within one month following the School trip. If no proof of payment is presented within this deadline, the grant shall be cancelled and reimbursement requested.

Timeline for device purchase

Applications for device purchase should be sent before the device is purchased. APEEEL shall process the applications on an ongoing basis as fast as possible and shall notify the applicant of its decision. In order to be eligible for reimbursement, the device purchase should take place no earlier than two weeks after sending the application and no later than two months after receiving notification that a subsidy has been granted. In any case, the payment of the subsidy shall take place after presentation of the invoice.

Timeline for tuition fees

Applications should be sent within two months from the change in circumstances, upon which they are based.

Documents required

Documents required for all applications:

- application form signed by both parents (except if single parent)
- household composition certificate
- last three salary slips for each parent (if employed)

Additional documents required in specific cases:

- child benefits (other than those listed on salary slip)
- unemployed person: proof of unemployment benefits
- single parent: proof of exclusive parental rights, allowances from the other parent

Subsidy amounts

4. There is no right to receive a subsidy and APEEEL1 cannot be held liable for not paying a subsidy under any circumstances. The Social Fund WG determines the amount of each individual subsidy taking into account the following:

- the overall budgetary availability and the other applications received
- the cost of the trip / device
- the income of the household
- the household composition (number of adults, children)
- the working time / occupational status of the household members
- the tuition fees paid

The Social Fund WG shall document its evaluation decisions and the criteria, upon which those decisions are based, in order to ensure fair and equal treatment of all applications. However, those documents shall be for internal use only (internal control, audit) and shall not be made public.

5. The subsidy amount shall in no case exceed the cost of the subsidized purchase (be it school trip, device or tuition fee) after deduction of any subsidies received from other sources (e.g.

from the School in the case of school trips, from employer in case of tuition fees or device purchase).

6. Any complaints / appeals should be addressed to the President of APEEEL1.

Reporting

7. At the end of each year, the Convenor of the Social Fund WG with the assistance of the Secretary shall prepare an annual activity report. The report shall describe the activity of the Social Fund WG as accurately as possible using aggregate statistics and safeguarding the confidentiality of individual applications. The report shall be published on the APEEEL1 website.