



Personnel No:.....

Surname and forename of applicant: .....

Office address ..... Office telephone No: .....

Private address: ..... Town - Country: .....

Pursuant to Article 3 of Annex VII to the Staff Regulations of Officials of the European Communities (see the administrative information pages <http://www.cc.cec/guide>), I hereby apply for an education allowance for my dependent child/children named in Annex 1.

**I hereby declare:** (please tick as applicable)

- that I am a new official/temporary staff member and entered the service of the Commission on ...../...../.....
- that I have come from an external Commission office or from another Community institution

- that there **has been no change** since last year's application that would affect the amount of the **education allowance**
- that there **has been a change** since last year's application that will affect the amount of the **education allowance**

- that my child is attending **primary school for the first time**
- that my child is attending **university or some other post-secondary course for the first time**
- that (child's name).....completed his/her education on.....and is still/no longer dependent on me
- that (child's name).....interrupted his/her education on.....and is no longer/is still dependent on me
- that (child's name).....resumed his/her education (**after an interruption**) on.....

I enclose supporting documents and undertake to notify the appropriate administrative department immediately of any change in my child's circumstances (gap year, military or civilian service, traineeship, marriage, etc.) liable to affect my entitlement to the allowance or its amount. **I am aware that any undue payments made to me will be deducted from my salary.**

Applications must reach the following address by **15 NOVEMBER 2003**: PMO 5, Education Allowance Department: Office JMO A1/108.

All enquiries should be addressed to Mr René Simon – Tel.: 34787, Mr Stéphane D'ORAZIO – Tel.: 36086

Place.....

Date.....

Signature .....

**For official use only**

Pdemsco, le:.....

Code:.....

Sysper, le:.....

ANNEX 1

THIS APPLICATION FOR AN EDUCATION ALLOWANCE RELATES TO THE FOLLOWING CHILDREN:

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1. Child's name ..... Date of birth .....

– receives another education allowance / grant from  
since when .....  
amount.....(per month).....(per year)

– other resources: (please provide supporting documents)  
gross monthly amount .....

– attends the **European School** in

Means of transport used:  school bus home-school / school-home  
 public transport (you **must** attach a copy of the season tickets)  
 private transport: distance, one way only between home and school .....km

**N.B.** The following expenses are reimbursed **ONLY on the basis of detailed bills and receipts**:

- registration and examination fees
  - courses at winter sports, seaside, countryside or similar (**on presentation of an attendance certificate**)
  - transport :
    - public transport (you **must** attach a copy of the season tickets)
    - school transport
    - private transport: distance **one way only** between home and school ..... km
- 

2. Child's name ..... Date of birth .....

– receives another education allowance / grant from  
since when .....  
amount.....(per month).....(per year)

– other resources: (please provide supporting documents)  
gross monthly amount .....

– attends the **European School** in

Means of transport used:  school bus home-school / school-home  
 public transport (you **must** attach a copy of the season tickets)  
 private transport: distance, one way only between home and school .....km

**N.B.** The following expenses are reimbursed **ONLY on the basis of detailed bills and receipts**:

- registration and examination fees
  - courses at winter sports, seaside, countryside or similar (**on presentation of an attendance certificate**)
  - transport :
    - public transport (you **must** attach a copy of the season tickets)
    - school transport
    - private transport: distance **one way only** between home and school ..... km
-

3. Child's name ..... Date of birth .....

– receives another education allowance / grant from

since when .....  
amount.....(per month).....(per year)

– other resources: (please provide supporting documents)

gross monthly amount .....

– attends the **European School** in

Means of transport used:  school bus home-school / school-home

public transport (you **must** attach a copy of the season tickets)

private transport: distance, one way only between home and school .....km

**N.B.** The following expenses are reimbursed **ONLY on the basis of detailed bills and receipts:**

- registration and examination fees
  - courses at winter sports, seaside, countryside or similar (**on presentation of an attendance certificate**)
  - transport :
    - public transport (you **must** attach a copy of the season tickets)
    - school transport
    - private transport: distance **one way only** between home and school ..... km
- 

4. Child's name ..... Date of birth .....

– receives another education allowance / grant from

since when .....  
amount.....(per month).....(per year)

– other resources: (please provide supporting documents)

gross monthly amount .....

– attends the **European School** in

Means of transport used:  school bus home-school / school-home

public transport (you **must** attach a copy of the season tickets)

private transport: distance, one way only between home and school .....km

**N.B.** The following expenses are reimbursed **ONLY on the basis of detailed bills and receipts:**

- registration and examination fees
  - courses at winter sports, seaside, countryside or similar (**on presentation of an attendance certificate**)
  - transport :
    - public transport (you **must** attach a copy of the season tickets)
    - school transport
    - private transport: distance **one way only** between home and school ..... km
-

**ANNEX 2**

**CERTIFICATE OF ATTENDANCE**

**to be filled in by the educational establishment (this certificate is not required for children attending the European School)**

I the undersigned (name) ..... (position)..... certify that  
(name of pupil/student)..... (date of birth).....  
is attending (name of establishment) .....  
(town)..... (country) ..... for the **2003/2004** academic year, which began on  
(date)..... and finishes on (date) ..... He/she is in ..... class/year of  
the ..... course described below:

**TYPE :**

- DAY COURSE
- EVENING COURSE
- CORRESPONDENCE COURSE
- APPRENTICESHIP (**please attach a copy of the contract**)

**LEVEL:**

- PRIMARY
- SECONDARY or equivalent
- UNIVERSITY or equivalent

**THE PUPIL/STUDENT is enrolled as a:**

- DAY PUPIL
- BOARDER (Annex 3 must be filled in)
- OBSERVER

**TOTAL WEEKLY HOURS ATTENDANCE:** .....

(date and place).....

Signature .....

Official stamp.....

**ANNEX 3**

**DECLARATION**

**ONLY FOR PRIMARY OR SECONDARY PUPILS**

**(to be filled in by the person with whom the child lives, or by a representative of the establishment where he/she boards)**

I the undersigned (name)..... (position or capacity)..... certify that  
(name of pupil/student)..... (date of birth) ..... is/was living from  
.....to ..... at the following address:  
(private address or establishment) .....  
.....  
.....

(date and place).....

Signature ..... Official stamp (for establishments).....