



Organization for Security and Co-operation in Europe

Director for Human Resources
Vienna, 17 January 2018

Staff Instruction No. 5/Rev.1

Subject: Education Grant/Education Grant Travel

1. Reference

- 1.1. Staff Regulation 5.15 and Staff Rules 5.15.1, to 5.15.5; and 5.14.4.
- 1.2. Financial and Administrative Instruction 9 (FAI 9).
- 1.3. The Report of the International Civil Service Commission of 2015¹.
- 1.4. Resolution adopted by the General Assembly on 23 December 2015².

2. Purpose

- 2.1. The purpose of this Staff Instruction is to inform eligible OSCE staff members of their entitlement to an education grant and the procedures applicable for the submission and processing of claims.

3. Applicability

- 3.1. This Staff Instruction applies to all International contracted fixed term staff members including the Secretary General and Heads of Institutions.

4. Effective Date

- 4.1. This revision shall take effect on 17 January 2018 and cancels and supersedes, subject to paragraph 8.1 below, Staff Instruction No. 5/2003, as well as any internal instructions issued by the Secretariat and Institutions.
- 4.2. The revised education grant scheme shall be introduced as of the school year 2017/2018.

5. Definitions

- 5.1. **Admissible expenses:** Admissible expenses shall comprise of tuition (including mother tongue tuition), enrolment-related fees, and where applicable, assistance with boarding expenses. The education grant shall not be payable in respect of correspondence courses, unless they form an integral part of education process, or for private tuition except for private tuition in the mother tongue at the staff member's duty station. Expenses other than those detailed above, such as the cost of meals, group transportation and books, are not reimbursed under the scheme.

¹ A/70/30 - The Report of the International Civil Service Commission of 2015.

² A/RES/70/244 - Resolution adopted by the General Assembly on 23 December 2015.

Courses or activities that are not covered by the regular tuition fee and that are not required for all students following a given programme or curriculum, will not be regarded as being part of the regular school programme or curriculum.

- 5.2. Education grant travel:** Round-trip between the location of study and the staff member's duty station.
- 5.3. Eligible OSCE staff member:** International contracted fixed-term staff members including the Secretary General and Heads of Institutions, who are not nationals or permanent residents of the country of the duty station, subject to Staff Rule 5.15.1 (j)³.
- 5.4. Mother tongue:** The language spoken by one of the parents of the child as the parent's native language.
- 5.5. Scholastic year:** The actual number of calendar days between the first day of the opening term and the last day of the final term at the educational institution attended by the child.

6. Entitlement

- 6.1.** In accordance with Staff Regulation 5.15, the amount of the education grant is determined within the limits established by the United Nations Common System. The education allowance shall be payable from the scholastic year following the child's fifth birthday, or in which the child completes his/her fifth year provided this occurs in the first term of that scholastic year.
- 6.2.** The entitlement shall cease when the child is no longer in full-time attendance at an educational institution, or shall not be payable beyond the school year in which the child completes four years of post-secondary studies, or attains a first post-secondary degree, whichever comes first, subject to the upper age limit of 25 years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.
- 6.3.** The amount of the education grant shall be calculated on the basis of the global sliding scale, as established by the United Nations Common System, set out in Annex 4.
- 6.4. Boarding-related expenses** may be paid to eligible OSCE staff members whose children are boarding to attend school outside the duty station at the primary or secondary level, in exceptional cases, subject to the discretionary approval of the Secretary General or Head of Institution. Such approved boarding-related expenses shall be paid in EUR equivalent as a lump sum of 5,000 USD in addition to the reimbursement of admissible expenses.

³ Staff Rule 5.15.1 (j) – “Notwithstanding Rule 5.15.1 (a), a national or the permanent resident of the country of the duty station who at the time of the appointment has been living outside the country of the duty station for the last three years, shall be eligible to receive education allowance in respect of his/her dependent children provided that the children attended an educational institution abroad.”

6.5. Education grant travel shall be provided once per scholastic year to children of eligible OSCE staff members in receipt of boarding-related expenses. The costs of education grant travel shall not exceed the costs of travel between the eligible OSCE staff member's place of home leave and his/her duty station, subject to the conditions set out in Staff Rule 5.15.4.⁴

6.6. Capital assessment fees shall be covered by the OSCE outside of the reimbursement levels of the global sliding scale established in this Staff Instruction. These will continue to be reimbursed at the rate of 75% and will be subject to the maximum amount of 6,000 USD⁵.

6.7. Mother Tongue tuition

6.7.1. Private tuition shall be considered as mother tongue tuition:

6.7.1.1. Where it is given by a qualified teacher who is not a member of the eligible OSCE staff member's family;

6.7.1.2. The eligible OSCE staff member serves in a country whose language is different from the mother tongue of his/her child; and

6.7.1.3. The child attends a local school in which instruction is given in a different language from his/her mother tongue.

6.7.2. Costs for mother tongue tuition shall be reimbursed in accordance with the global sliding scale contained in Annex 4 to this Staff Instruction, subject to a maximum equal to the lump sum for boarding assistance per year, for each child.

6.8. Special education grant

6.8.1. A special education grant for disabled children shall be payable from the date on which the special teaching or training is required up to the end of the calendar year in which the child reaches the age of 25 years.

6.8.2. The special education grant for each disabled child shall be 100 per cent of the admissible educational expenses actually incurred, up to a maximum education grant, equal to the upper limit of the global sliding scale set out in Annex 4.

6.8.3. Eligible OSCE staff members in receipt of a special education grant, who's child/children are boarding to attend school outside of the duty station at the

⁴ Staff Rule 5.15.4 (a) – “A staff member to whom an education allowance is payable under Regulation 5.15 whose child attends an educational institution outside the duty station shall be entitled to travel expenses for the child of one return journey each school year between the educational institution and the duty station provided that:

(i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his/her eligible family members or because of the brevity of the visit in relation to the expense involved;

(ii) Where attendance is for less than two thirds of the school year, travel expenses shall not be payable.”

⁵ Equating up to 4,500 USD per child per scholastic year.

primary or secondary level, shall be entitled to boarding-related expenses. With respect to boarding assistance for children with disabilities, actual expenses should be used in the calculation of the total admissible expenses for reimbursement, up to the overall grant ceiling equal to the upper limit of the global sliding scale plus the amount of 5,000 USD, equivalent to the boarding lump sum paid under the regular education grant scheme⁶.

7. Procedure

- 7.1.** Claims for payment of education grant shall be submitted to the Secretary General or respective Head of Institution through the relevant Human Resources or Administrative office, in the correct form ([Request for Education Grant Form](#)) (Annex 1) and shall be supported by such documentary evidence as may be required.

7.2. Payment of education grant

An education grant will be paid in respect of the dependent children of eligible OSCE staff members, in the following manner:

- 7.2.1. Advance Payment to the school:** On an eligible OSCE staff member's request, the OSCE will pay 100% of full registration/tuition fees directly to the school and will subsequently deduct the eligible OSCE staff member's share of the education costs, in line with the applicable percentage determined by global sliding scale, from his/her salary in equal instalments before the next request for advance payment is made and processed. Any requests for other payments such as meals, books or group transport will not be paid by OSCE.
- 7.2.2. Advance Payment to the eligible OSCE staff member:** A request for advance payment to an eligible OSCE staff member at the beginning of the scholastic year, or upon appointment/transfer, should contain the total estimated education costs. This estimate shall be established on the basis of information provided by the educational institution on the registration, tuition fees and capital assessment due for the scholastic year. Documentation from the school establishing the registration of the child is required and must be submitted along with the [Request for Education Grant Form](#) (Annex 1). Proof of effective payment to the school and confirmation that the child attended the educational establishment will be required at the time of the settlement of the education grant claim.
- 7.2.3. Reimbursement Payment:** An eligible OSCE staff member may elect to be reimbursed for actual costs incurred, within the limits of their entitlement, at the end of the scholastic year. The [Request for Education Grant Form](#) (Annex 1) should be submitted to the Human Resources or Administrative office with the appropriate documentation from the educational institution and confirmation of payments at the end of the scholastic year.

⁶ On promulgation, the upper limit of the Global Sliding Scale = 40,600 USD and Boarding lump sum = 5000 USD. As a result, the maximum education grant available to an eligible OSCE official with a disabled child is 45,600 USD per academic year.

7.3. Education allowance reconciliation

At the end of the scholastic year (or upon separation of an eligible OSCE staff member or the child leaving school) the eligible OSCE staff member shall submit a completed [Certificate of Attendance](#) (Annex 2) to provide proof of the child's full-time school attendance. The form must be certified by the educational institution. Upon receipt of the completed [Certificate of Attendance](#) form, any balances due will be paid or any overpayments will be recovered.

7.4. Prorating the Allowance

- 7.4.1. Where attendance of the child or the period of service of the eligible OSCE staff member is less than a full school year, the amount of the education grant payable shall be proportionate to the actual attendance of the child and/or the period of service of the eligible OSCE staff member.
- 7.4.2. If the child ceases to be in full-time school attendance during the school year the eligible OSCE staff member shall notify their Human Resources or Administration office immediately to process the appropriate adjustments.

7.5. Settlement of Prior Claims

No education allowance will be authorised until all previous requests for education allowance have been settled. In case of discounts for earlier registration and payment of tuition fees for the next scholastic year, the OSCE may exceptionally process the request for advance payment to the school/eligible OSCE staff member. However, failure to settle the previous claims for education grant prior to the new scholastic year will result in recovery of payments by the OSCE, and disciplinary measures may be taken, in accordance with Article IX of the Staff Regulations and Staff Rules.

7.6. Scholarships, bursary or other similar grants

Eligible OSCE staff members are required to disclose any outside financial assistance in writing, including the exact amount and duration of the assistance. This statement must be certified by the educational institution. Financial assistance from any sources in the form of grants, bursaries, scholarships, etc., shall be deducted from the expenses actually incurred. The education grant shall be calculated on the basis of the remaining admissible expenses.

7.7. Education Grant Travel

- 7.7.1. Eligible OSCE staff members shall submit requests for Education Grant Travel (Annex 3) specifying the scholastic year, itinerary and mode of transport for approval to the Human Resources or Administration office in line with FAI 9. Once approved, tickets will either be made available by the responsible OSCE office or, as an alternative, the cost of the tickets may be reimbursed upon request of the eligible OSCE staff member, if making their own travel arrangements is more beneficial for the OSCE.
- 7.7.2. For the purpose of education grant travel a child shall be required to stay in the duty station for a minimum duration of three (3) days.

7.7.3. Eligible OSCE staff members must submit a travel expense claim within three (3) weeks upon completion of the child's education grant travel. The ticket stubs or boarding passes must be attached to the claim.

7.7.4. No new education grant travel will be authorised before a prior education grant travel claim has been settled.

8. Transitional Provisions

8.1. The education allowance for the school year 2016/2017 shall continue to be governed by Staff Instruction 5/2003.

Forms

Annex 1: Request for Education Grant Form

Annex 2: Certificate of Attendance, Costs and Receipt for Payment Form

Annex 3: Request for Education Grant Travel Form

Annex 4: Global Sliding Scale

Request for Education Grant

TO BE COMPLETED BY THE ELIGIBLE OSCE STAFF MEMBER	
Advance	Reimbursement
To be paid to Eligible OSCE staff member <input type="checkbox"/>	To be paid to Eligible OSCE staff member <input type="checkbox"/>
To be paid to Education Institution <input type="checkbox"/>	To be paid to Education Institution <input type="checkbox"/>
Eligible OSCE staff member's name: Department:	
Name of child: Birth date: Education grant for a disabled child <input type="checkbox"/>	
Education Institution (School/University) : Address:	
Scholastic year, from / / to / /	
Education costs: <input type="checkbox"/> Enrolment-related fees: <input type="checkbox"/> Annual tuition: <input type="checkbox"/> Mother tongue tuition: <input type="checkbox"/> Capital assessment fees: <input type="checkbox"/> Boarding expenses: TOTAL: Please attach a copy of the School/University registration and any available justification of the above costs. Date..... Signature of Eligible OSCE staff member:.....	
TO BE COMPLETED BY THE APPROVING OFFICER	
Admissible estimated costs: Approved amount of Advance Education Allowance: Remarks: Date:.....Name/Title Signature.....	



CERTIFICATE OF ATTENDANCE AND COSTS AND RECEIPT FOR PAYMENTS

Name of Child	Date of Birth	Name of Eligible OSCE staff member	Student ID No. (if applicable)
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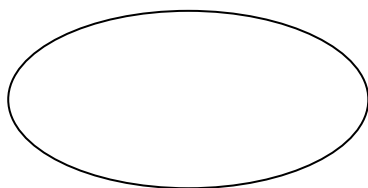
To: Educational Institutions attended by children of eligible OSCE staff members

Eligible OSCE staff members are entitled, under certain conditions, to an education grant. This form is to assist in determining this entitlement and in establishing the amount of the education grant. Your co-operation in completing this form is appreciated.
Please return the original to the OSCE staff member.

School Year Began: DD/MM/YYYY Ended: DD/MM/YYYY		Child attended school From: DD/MM/YYYY Until: DD/MM/YYYY	
Was child in full-time school attendance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Child was in level class form	Amount of the non-OSCE scholarship or grant, if any Currency and amount
The institution charged the eligible OSCE staff member as follows: Admission and Registration: Tuition: Boarding expenses:			
Other items required for the child at this institution (Please itemise on separate sheet if necessary and attach.)			
Payments were made by the eligible OSCE staff member (or by any other entity, including the OSCE, on their behalf) to the institution as follows. (Please indicate currency, amount, and date of each payment.)			
PAID IN TOTAL	Currency	Amount	Date

IMPORTANT: PLEASE COMPLETE ALL SECTIONS AND ENSURE THAT ANY ATTACHMENTS OR CORRECTIONS ARE INITIALLED BY THE SIGNATORY.

SEAL of Educational Institution



Name and Title of Officer signing on behalf of Educational Institution	
SIGNATURE:	Date:
School name and address:	Telephone No.:

Education Grant Travel Request

Scholastic Year:

Child's Name:

Destination (From/To):

Home Leave Destination:

Departure date:

Return date:

Options:

☐

Reimbursement

☐

Tickets purchased by the OSCE

Requesting Staff Member:

Supervisor:

(FULL NAME)

(FULL NAME)

(signature)

(signature)

The mentioned Child is entitled to Education Grant Travel.

HR approval:

(NAME and signature)

PLEASE RETURN TO HR FOR FURTHER PROCESSING

Global Sliding Scale

Claim amount bracket (in US \$)	Reimbursement rate (percentage)
0-11 600	86
11 601-17 400	81
17 401-23 200	76
23 201-29 000	71
29 001-34 800	66
34 801-40 600	61
40 601 and above	0