



## BOARD MEETING ON 21 MAY 2019

### **Policy for Use and Management of the Social Fund of the Parents Association of the European School Brussels III**

#### **Adopted**

**CA 7/2019 REV 3**

#### *Article 1*

##### *Scope*

1. The Parents Association of the European School Brussels III (hereinafter, "APEEE") Social Fund is a specific account that seeks to assist APEEE members, their families, and, in exceptional circumstances to be duly justified, APEEE staff, when they are going through serious hardship, such as the loss of life of a family member, a serious health situation or other personal circumstances justifying financial support. APEEE's Social Fund is governed by the principle of solidarity.
2. The APEEE account may be also used for collection of contributions from APEEE members or other persons, which are to be used for one of the purposes set out under Article 2(1)(b)-(d).
3. APEEE Social Fund unused reserves up to 2000 EUR per year may be used as a contribution to student projects taking place in the school and under its educational responsibility.

#### *Article 2*

##### *Coverage of APEEE assistance*

1. On a primary basis, APEEE individual assistance through the social fund may cover:
  - a) A contribution towards fees for one of the three APEEE sectors (Transport, Extra-curricular activities and Canteen);
  - b) A lump sum for the subsistence of a student with no surviving parent(s), as long as the student does not receive an orphan's pension;
  - c) Assistance with medical or other costs relating to the health of a student, if their parents are not able to pay them in advance;
  - d) Assistance with funeral costs of a student, where personal insurance policies do not exist which can cover the costs;
  - e) Any other cost, which is not foreseen above and that is to be incurred by the families in the framework of APEEE activities.

2. On a subsidiary basis, APEEE individual assistance may also be granted in exceptional circumstances for costs related to the beneficiary's schooling as well as for social or extra-curricular activities, for which the school has refused to grant prior to a positive decision, namely for:
  - a) Student calendar, books and IT materials to be used for school's educational purposes;
  - b) Student participation in a compulsory school trips in Primary (P3, P4, P5) or Secondary (S3, S6) under the conditions set out in Article 3(3) of this Decision;
  - c) Student's participation fees in social events or student projects organised by the school or APEEE, such as the Bac Ball.
3. The maximum amount of coverage by the APEEE Social Fund may not exceed 80% of the total amount, unless otherwise decided.

### *Article 3*

#### *Submission of the request*

1. A form for request for support is published on the APEEE website (Annex).
2. The request must be submitted to the APEEE HR and Operations Manager by APEEE members or other family members via e-mail ([info@apeeeb3.be](mailto:info@apeeeb3.be)). They must include in their application any background information that is necessary for its assessment.
3. All applications for support related to the school activities (such as school materials and clothes, compulsory trips and outings or educational support) must be addressed primarily to the School's Social Fund (e-mail: ...). Only the cases in which the school may not/cannot provide assistance, can be addressed to the APEEE Social Fund with a prior written justification provided by the school.
4. Only one request per beneficiary may be submitted per school year. In a family of siblings, each child counts as an individual beneficiary for the same reference period.
5. Each request must be submitted in advance and prior to the payment of costs. APEEE may decide upon a re-imburement of any incurred costs retroactively in case of an urgency or in other duly justified circumstances.

### *Article 4*

#### *Co-operation with the School*

1. The school and APEEE shall exchange regular information about individual cases requiring financial support from one or the other body. An overview report for information concerning the previous period shall be prepared for each EEB3 Financial Committee with a view to ensuring transparency and the most efficient use of school and APEEE funds.
2. Any decision for a shared contribution from the school and the APEEE shall undergo scrutiny by the competent APEEE bodies (the ad-hoc body (see 6.1 below) or EXCO) and be subsequently adopted by the EEB3 Financial Committee. In a case of urgent need, the EEB3 Financial Committee may adopt its decision by a written procedure.

## *Article 5*

### *Assessment of the request - Forms of APEEE assistance*

1. APEEE financial support depends on the seriousness and overall importance of each application. APEEE shall assess the overall financial and social situation of the beneficiary and of his/her family. Where appropriate, tax certificates or additional supporting documents might be requested.
2. A positive APEEE decision could take the form of a lump sum payment or of a specific accommodation regarding a due payment (that is, more favourable payment instalments, or re-scheduling of deadlines).

## *Article 6*

### *Decision-making APEEE bodies*

1. For any request for APEEE financial support of an amount below 1,000 euros per year a decision shall be adopted by majority of an ad-hoc body composed of the President, the Vice-President for Administration and the Treasurer. Any of the three members may request that this decision is reviewed in the next meeting of the Executive Committee (hereinafter, "EXCO").
2. If the cost to be covered is set above the afore-mentioned threshold, the decision shall be adopted by EXCO within its respective limits for financial commitments in accordance with the internal rules.

## *Article 7*

### *Ethical rules and data protection*

1. APEEE members participating in the decision-making bodies for the management of the APEEE Social Fund shall apply strict confidentiality and shall not disclose any personal data. All these members will sign a confidentiality disclosure and data protection agreement and declare any potential conflict of interest before or during the handling of a financial assistance request.
2. Applicants will be deemed to have waived their right to confidentiality with respect to APEEE members taking part in decision-making bodies and the APEEE staff involved in the submission and handling of their applications.
3. The Board shall be informed on a quarterly basis and in an anonymous manner about all decisions taken by the ad-hoc body or EXCO.
4. The school and APEEE data protection rules and policies shall apply accordingly.

## *Article 8*

### *False or incomplete applications*

1. Wilfully false declarations or omissions will lead to a rejection of the application.
2. Authors of such wilful false declaration or omissions will be barred from applying for financial assistance for a period of two years.
3. Any financial assistance granted on the basis of false declarations will be claimed back from the beneficiary. Any expenses concerning the recovery of the amounts will be charged to him/her.

## *Article 9*

### *Financing of the APEEE Social Fund*

1. The APEEE Social Fund has historically a provision of [10,000] euros as part of the Students' account. With the adoption of this decision, the Board approves an additional provision of [10,000] euros from the accumulated profits for the 2017-8 school year as part of the initial operating capital of the Social Fund.
2. As from the school year 2019-2020, the budget shall be submitted to the General Assembly for approval within APEEE's annual budget. The revenues of APEEE's Social Fund shall be ensured through a part of the annual family subscription fee paid by the APEEE members. The General Assembly will decide about the specific amount included in the annual fee that is earmarked for transfer and use by the APEEE Social Fund.
3. When the estimated assistance requested from APEEE exceeds on a yearly basis the available provision and in order to meet any extraordinary needs, the Board may decide on a proposal from the Treasurer to increase the respective amount by supplementing the amount from the income generated in General Matters through other activities or from end-of-year reserves.

## *Article 10*

### *Review clause*

These rules may be revised at any time upon decision of the APEEE Board. They shall be published on the APEEE website.

## APPLICATION FORM

### Request for financial support from the APEEE Social Fund

Name of student/class/section OR school community member:

Name of applicant parent (if beneficiary is a student):

Family situation (married/registered partnership/single parent/other (please specify)):

Professional situation:

EU official (function group and grade):

EU temporary agent (grade):

EU contract agent (function group):

Other function (that is, SNE to EU institutions or bodies (please specify)):

NATO / Eurocontrol agent:

Member of an EU Member State Permanent Representation:

APEEE staff member:

Other professional activity (please specify):

Unemployed:

Monthly net income, including any family allowances and alimony (in EUR):

Monthly rent or mortgage payment (in EUR):

Monthly loan payments (in EUR):

Health situation (if relevant – please provide details):

Applying for one of the following costs (put a cross before the chosen option):

1. School fees
2. School materials
3. Obligatory equipment (for example, bring your own device)
4. Compulsory school trips/outings
5. Extra-curricular educational activities (for example, Eurosport, MUN, MEC or Olympiade, etc.)
6. School transportation
7. School canteen
8. APEEE Extra-curricular activity
9. Other costs

Total cost:

Amount (or specific accommodation) requested:

Supporting financial or other personal information (please indicate the supporting documents which you are attaching to this request):

Detailed reason and circumstances justifying the application:

The undersigned certifies that all information contained in this request is correct and corresponds to the truth.

The undersigned accepts that the personal information provided herein will be used for the purposes of assessing the request, subject to applicable confidentiality and data protection rules. All documents or information provided by the applicant are to be treated in a confidential manner and returned back or destroyed immediately after the assessment of the request.

The undersigned accepts that financial assistance granted on the basis of false declarations will be claimed back. All expenses for the recovery of the amount will be charged to him/her.

*Signature of the parent(s):*

*Signature of the pupil (if over 18):*

*Date:*

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