



## BOARD MEETING ON 18 November 2024

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

#### Adopted

CA 29/2024

#### *Article 1*

##### *Scope*

1. The Parents Association of the European School Brussels III (hereinafter, "APEEE") Social Fund 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 Social Fund 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).
3. The APEEE Social Fund may be used as a contribution to student projects taking place in the school and under its educational responsibility.
4. Support for Ukrainian students is subject to a separate APEEE Board decision and is therefore not covered by the Social Fund policy.

#### *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) 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 after-school activities, not covered by the school's Social Fund Policy, such as student's participation fees in social events or student projects organised by the students or APEEE, such as the Bac Ball.
3. The maximum amount of coverage by the APEEE Social Fund may not exceed 60% of the relevant costs, unless otherwise decided.  
A contribution from the APEEE Social Fund may be granted if net family income<sup>12</sup> is:
  - a) For one dependent child: [<€29,000 / year]
  - b) For two dependent children: [<€32,000 / year]
  - c) For three dependent children: [<35,000 / year]
  - d) For four dependent children [or more]: [<38,000 / year]
4. Financial assistance may be provided in the form of [direct payments to the school or the applicant or discounts/payment to APEEE services].

### *Article 3*

#### *Submission of the request*

1. A form for requesting for support is available on the APEEE website (Annex).
2. The request must be submitted online via the [APEEE website](#) to the APEEE Director by APEEE members or other family members. They must include in their application any background information that is necessary for its assessment.
3. The amount of financial assistance is based on the overall evaluation of the financial situation of the family concerned, whereby the net income of the family being the main criterion for the decision.

The applicant must provide exhaustive information and written proof of:

- a) the family composition and information about the second parent if not living in Belgium
  - b) The monthly net salary or unemployment benefit of the applicant and partner/spouse and, if available, a document indicating the annual amount
  - c) The amount of family and children allowances paid to the applicant and/or the spouse and, if available, a document indicating an annual amount.
  - d) The amount of alimony payments and/or other allowances received monthly and total annual amount.
  - e) Any other income in Belgium and/or abroad
  - f) Bank Balances and available Savings
4. Only one request per individual beneficiary should 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-imbusement of any incurred costs retroactively in case of an urgency or in other duly justified circumstances.

---

<sup>1</sup> The figure given in point a) is based on the lowest level salary grid of the Commission. This threshold may be adapted following indexation as appropriate.

<sup>2</sup> The net income is the sum of points b) to f) of Article 3(3), 2<sup>nd</sup> paragraph.

## *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 the EEB3 Joint Projects 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 (see 6.1 below) and be subsequently adopted by the Joint Projects Committee. In a case of urgent need, the EEB3 Joint Projects 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 may be requested.
2. Only the APEEE Director and the APEEE Treasurer have access to the full name of the applicant and to all the supporting documents. All communication with the applicant is managed by the APEEE Director and/or the APEEE Treasurer.

## *Article 6*

### *Decision-making APEEE bodies*

1. The APEEE Director and the APEEE Treasurer analyse the information provide and present the case and the finding to the Operational Committee in an anonymized manner for decision.

## *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. The APEEE Director and the Treasurer shall 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 on the use of the Social Fund.

4. The school and APEEE data protection rules and policies shall apply accordingly.

#### *Article 8*

##### *False or incomplete applications*

1. Willfully false declarations or omissions will lead to a rejection of the application.
2. Authors of such willful 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 [20,000] as part of the initial operating capital of the Social Fund.
2. As from the school year 2024-2025, the budget shall be submitted to the General Assembly for approval within APEEE's annual budget.
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 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 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 student (if over*

*18):*

*Date:*

**ANNEX 2**

***Request for financial support from the APEEE Social Fund for Student projects***

*Project promoters are invited to detail the project (goal/objective/purpose of the project; estimated budget; timeline)*