

Annex III - Education allowance - summary of main provisions

For staff appointed by NATO on or after 1 January 2017, reference made to the dependent children's allowance should be substituted for the dependent child supplement.

Introduction

The education allowance reimburses 70% of admissible educational expenditure up to a ceiling of 2.5 or 3 times the annual amount of the dependent child allowance for the country in which the child is studying.

The basic ceiling is 2.5 times the child allowance. This ceiling is increased to 3 times the child allowance if the child is studying in the country of which you are a national.

Exceptionally, in cases of excessively high educational expenditure which is incurred for imperative educational reasons, reimbursement may be increased up to 90% of admissible educational expenses, and up to a ceiling of 6 times the annual amount of the dependent children allowance for the country in which the child is studying.

Increased reimbursement may also be made if fees for education are charged at the higher level to NATO staff, by virtue of their employment with the Organisation, than to residents of the country in question whatever the level of fees.

Intermediate ceilings apply to amounts claimed for board and lodgings - in other words, such expenditure is capped before the 70% or higher ceiling is applied.

Eligibility

With certain specific exceptions, payment of education allowance is restricted to staff who are entitled to the expatriation allowance and who receive dependent child allowance for the child in question. The child must be aged under 22¹ and, if above the age of 18, must be in full-time education.

Entitlement to the allowance begins when the child commences the mandatory primary school cycle in the country of education, and ends when the child ceases full-time studies, or at the end of the month in which payment of the dependent child allowance ceases, whichever is sooner.

Payment of the dependent child allowance, and hence of the education allowance, may be extended beyond the age of 22² if the child has performed compulsory military service.

It is important to note that the children's expatriation allowance is discontinued when a claim for education allowance is submitted. It is therefore not worth claiming the education allowance unless the reimbursement will exceed the amount that would be received under children's expatriation allowance.

Items covered by the allowance

¹ A staff member serving at 31 December 2016 shall be entitled to the dependent child allowance for children born up to and including 31st December 2031 until they reach age 24. The applicable age limit for children born after 31 December 2031 shall be 22 years, to whom also the dependent child supplement shall apply.

² See footnote 1.

Depending on the specific circumstances of their child's education, and subject to the provision of the necessary evidence of expenditure and the application of specific ceilings, staff may be able to claim for some or all of the following items:

- Registration fees
- Tuition fees
- Examination fees
- Private lessons
- Daily transport
- Accommodation and/or meals
- Compulsory expenses for books, equipment and uniform.

Any financial contribution (e.g. scholarships, grants, remuneration from an apprenticeship or vocational training) received from any source towards the child's education is deducted from the allowance received.

If the child is being educated more than 300 km away from the duty station NATO will in principle pay one round trip per year between the school or college and Brussels. However reimbursement for this journey and for home leave travel cannot be claimed for the the child during the same year.

The amount of reimbursement is limited to the amount which would have been paid for a round trip from the duty station (Brussels) to your home leave address.

In addition, if the child is below the age of 18, NATO will reimburse 70% of the cost of two further round trips between the child's school or college and Brussels, subject to a ceiling of 70% of the equivalent round trip between Brussels and the approved home leave address.