

SOCIAL FUND: GENERAL CONDITIONS

The European School Luxembourg II (EEL2) has established a Social Fund to assist families who may need financial aid for certain activities. The goal is to ensure that all students have access to school activities regardless of their family's financial situation.

Its principle task is to review individual cases and determine appropriate aid. Financial assistance is intended to help pay a portion of the expenses needed for school trips.

The Parents' Association of the European School of Luxembourg II, (APEEEL2), also maintains a Social Fund that may be used to complement financial contributions provided by the school. With families' permission, APEEEL2's Social Fund may also review applications when they are being considered by the school. If appropriate, APEEEL2 can match the school's contribution.

Since the 2012/2013 school year, the Social Fund at EEL2 has been fed by proceeds collected from the drink machines in the school.

The goal of the Social Fund is to consider with respect and confidentiality any application for assistance with school trip fees. Criteria for determining eligibility are set by the Administrator and an appointed financial manager. They confer with the Director to make a final decision about specific financial contributions from the school. APEEEL2's contribution is determined by members designated to review the relevant dossiers.

1) Who can benefit from this assistance?

Any family at the European School Luxembourg II may benefit provided they meet the established financial conditions established for the Social Fund.

2) How should applications be made?

2.1.) Complete the application form

The application form must be completed in its entirety and in electronic format.

This form is also available in editable PDF format on the school's website under the heading "School Trips" ("voyages scolaires") for the Primary and Secondary School sections.

2.2.) Attach all supporting documentation

- At least the three most recent pay slips received during the current year for each parent OR a statement of unemployment benefits OR a statement of medical insurance benefits.

- For parents employed by institutions: an annual salary certificate indicating gross salary per year, net salary per year and child benefit per year.
- The tax return declaration from the previous year.
- Proof of any family benefit/child allowances.
- Family composition declaration (from the Commune where the family is resident).
- In cases of divorce: proof of payment for child or spouse support (e.g. copy of bank statement)
- Bank account details for transfer of funds if the aid application is accepted (IBAN + BIC code + Name of account holder).

All applications to the Social Fund must be complete and sent as a single submission, if not it will be closed without further action.

If any of the supporting document cannot be attached at the time of application, it is important to indicate this as well as to provide an explanation for the omission. E.g. in a case such as "We don't receive any child allowances", official certification from the relevant body stating that they do not provide child allowances to your family should be attached.

3) Details and criteria for allocating financial assistance

All applications for financial assistance for a school trip must be sent to the dedicated Social Fund e-mail address: « MAM-FONDS-SOCIAL@eursc.eu » from the beginning of the school year and, at the latest, by the relevant deadline shown in the timetable on the last page. Please ensure that you add the following elements in the title of your email: "name of the trip + family name".

The amount of any eventual financial contributions which will be awarded are outlined in the application form and depend on the availability of funds in the Social Fund of both the School and APEEEL2. Both the School and APEEEL2 reserve the right to modify these stated amounts at any time.

Financial aid through the Social Fund for the European School of Luxembourg II is only available when the cost of a mandatory school trip is over €100.

The entire process, starting with receipt of a Social Fund application to payment of any aid awarded, may take up to a maximum of two months. In all cases, parents must pay the full amount for the trip fees by the required dates: aid awarded will be paid in the form of a separate reimbursement.