

SOCIAL FUND – GENERAL CONDITIONS

The European School Luxembourg II 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 a 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, APEEEL2 (l'Association des Parents d'Elèves des Ecoles Européennes de Luxembourg II), also maintains a Social Fund that may be used to complement financial contributions provided by the school. With the 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 2011/2012 school year, the Social Fund at EEL2 has been fed by proceeds collected from the drink machines available to the whole 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 the designated members who review the cases.

1) Who can benefit from this assistance?

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

2) How should case files be submitted?

2.1.) Fill out the forms

You will find the application form under the "forms" dossiers under My Files on SMSt, it must be completed in its entirety and electronically, and sent in electronic format.

This form is also available 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 that year for each parent OR certification of unemployment OR medical leave;

- For parents employed by institutions : an annual salary certificate that shows the gross salary per year, the net salary per year and the child allowances per year;
- The tax return declaration from last year;
- Proof of family benefit/child allowances payments;
- Family composition (from the municipality residence!);
- In cases of divorce: proof of payment for child or family support (ex : bank account transaction information)
- Bank account information to allow a 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 some evidences can't be provided, it's important to explain it to the school and bring to us evidences of the missing documents. Example : "We don't receive child allowances", please send us an official attestation from CAE explaining that they don't provide child allowances to your family.

3) Details and criteria for allocating financial assistance

All applications for financial assistance for a school trip must be sent to the Social Fund at the following e-mail address: « MAM-FONDS-SOCIAL@eursc.eu » from the beginning of school year and, at least, following the timetable on last page. Please, draft the object of your email as "name of the trip + family name".

Amounts for financial contributions are described in detail on the form and depend on the money available to the Social Funds for the school and for APEEEL2. Both the school and APEEEL2 reserve the right to modify these stated amounts at any time.

The Social Fund for the European School Luxembourg II will only assist when the cost for a required school trip is more than 100€.

The entire process, from the Social Fund's receipt of an application to payment of the subsidy, may take up to two months. In all cases, parents must pay the full amount for the trip fees and then expect later reimbursement.