

## **APEEE - Social Fund**

**Updated at the APEEE board meeting of 12 January 2026**

### **Article 1. Objective**

The Social Fund of the APEEE may:

1. Provide exceptional financial assistance to individual families in case of serious social hardship on behalf of a named pupil
2. Subsidise projects and events that enhance school life

### **Article 2, Budget Working Group**

The use of the Social Fund shall be decided by the Budget Working Group which is chaired by the Treasurer. Prior to any meeting on the use of the Social Fund, the Treasurer will remind the participants to the meeting of APEEE's sharing of information policy and privacy policy. To the extent possible, the data of the application will be anonymized (including the information on the language section).

Each case will be assessed individually on a case-by-case basis.

In case a member of the Budget Working Group is aware of any potential conflict of interest, they shall declare it before or during the handling of a financial assistance request.

The Treasurer will report annually to the Board on Social Fund request within the context of presenting the annual accounts. For a decision on the Social Fund, at least three members of the Budget Working Group shall be present.

In case several Budget Working Group members have a conflict of interest and the quorum of three members present cannot be reached, the application shall be handled by the Board after anonymization of the data in the application and supporting documents. In case the Treasurer has a conflict of interest, the Budget Working Group members who do not have a conflict of interest shall mutually agree who will act as the Budget Working Group coordinator ad interim.

### **Chapter I: Exceptional financial assistance to individual families**

#### **Article 3. General eligibility**

Only families who are associate or full members of APEEE may receive individual financial assistance in line with the applicable conditions and procedures established hereafter.

The student's parents or legal guardians will submit the applications in the name of a specified pupil. In a family of siblings, each pupil counts as an individual beneficiary.

#### Article 4. Eligible expenses

The individual social fund assistance may cover expenses deriving from:

1. School transportation
2. School canteen
3. Surveillance organised by APEEE
4. Official, mandatory school trips
5. Extra-curricular educational activities (for example, Eurosport, MUN, MEC or Olympiade, etc.)

#### Article 5. Conditions for granting financial assistance

The Budget Working Group takes into consideration the family situation, available income, the importance of the expenditure from a school perspective and any other relevant special circumstances. It concerns situations where the level of the disposable income prevents the pupil from fully participating in school life.

Applicants must provide the reasons for requesting financial assistance. The applicant must substantiate the reasons for requesting financial assistance with supporting documents. The supporting documents should be attached to the application. The applicant should duly justify that the following conditions are fulfilled:

- The exceptional circumstances.
- The serious social hardship.

Examples are the loss of life of a family member, a serious health situation, social hardship following a divorce, one-income multi level families, past employees (end of contract) with the institutions but with the right to maintain the child in the school, or any other personal circumstances justifying financial support.

#### Article 6. Payment ceilings and payment

a) The maximum amount of coverage by the Social Fund may not exceed 60% of the relevant costs, unless otherwise decided.

b) Unless otherwise decided, taking into account the conditions mentioned in article 7, a contribution from the APEEE Social Fund may be granted if net family income calculated on the basis of pay slip for the month of February of the current year (after deducting child benefits) is

- For 1 dependent child less than €40.500<sup>1</sup> / year
- For 2 dependent children less than €43.500<sup>2</sup> / year
- For 3 dependent children less than €47.000<sup>3</sup> / year

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<sup>1</sup> Subject to yearly indexation as appropriate.

<sup>2</sup> Subject to yearly indexation as appropriate.

<sup>3</sup> Subject to yearly indexation as appropriate.

- For 4 dependent children less than €50.000<sup>4</sup> / year

c) Financial assistance may be provided through direct payments to the school or discounts to APEEE services.

d) In duly justified circumstances, the Budget Working Group may authorise a specific accommodation regarding a due payment (that is, more favourable payment instalments, or rescheduling of deadlines) in which case paragraphs a), b) and c) of this article do not apply.

#### Article 7. Application procedure

Applications must be submitted to the relevant electronic mailbox, using the form provided. All applicants must provide the reasons for applying. Supporting documents must be provided.

Confidentiality regarding the applicant will be guaranteed by APEEE in relation to any parties outside the Budget Working Group and the APEEE staff in charge of payments. Without prejudice to Article 2(5) of the Social Fund rules, applicants will be deemed to have waived their right to confidentiality with respect to Budget Working Group members and the aforementioned staff.

The Budget Working Group will take the final decision in a timely manner, taking into account all the information available at its disposal. The Budget Working Group may request further information. The Budget Working Group will inform the applicants of the final decisions.

#### Article 8. False declaration

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.
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 the beneficiary.

#### Article 9. Deadlines

The deadlines for the applications are the following:

- For financial assistance relating to school transportation or canteen: the beginning of the respective school term/school year at the latest.
- For financial assistance relating to mandatory school trips: in principle six weeks before the activity/use of funds at the latest.

For special cases the Budget Working group reserves the rights to accept applications after the deadline. Retroactive financing is not allowed except in duly justified circumstances.

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<sup>4</sup> Subject to yearly indexation as appropriate.

## **Chapter II: Projects and Events that enhance school life**

### Article 10. Eligible projects

The Social Fund may subsidize the following cross-sectional activities/events/projects:

- cultural, science and sportive events (in particular, science symposium, Eurosport, debating contests...)
- projects drawn up by pupils, teachers and/or parents for improving the school environment
- projects increasing the positive image of the European School
- Other projects of similar nature.

### Article 11 General selection procedure

Each budget year, APEEE working groups on the primary (CEPM) and the secondary (CEES) educational councils shall receive a budget to finance projects under Article 10. The allocated budget shall be mentioned in the Internal Rules

The APEEE board may decide that other working groups receive a budget to finance projects under Article 10.

Without prejudice to paragraphs 1 and 2, if the social fund budget does not earmark upfront specific projects or procedures, the Budget Working Group, or in case of urgency the APEEE board, may decide on requests for financial support for projects under Article 10.

### Article 12 Call for proposals

The APEEE board may decide to allocate a given amount following a call for proposals. The procedure for the call for proposals shall follow the following steps:

- a) A deadline is announced among parents, students and teachers for the introduction of projects;
- b) Project promoters are invited to detail the project (goal/objective/purpose of the project; estimated budget; timeline);
- c) Budget working group, enlarged with other Board members who volunteer to participate in the evaluation process, analyses the proposals and establishes a short list. Depending the case, members of the school management, teachers and pupils representatives may be invited to participate in the evaluation process;
- d) Final approval for the supported projects is submitted for the Board for approval.

Annex: Application form