We would like to remind AUB staff benefiting from educational allowances on their children (class KGI to Bacc. II or Tech. Bacc. II) that applications for Academic Year 2010-2011 can be submitted starting October 1, 2010 at the “Benefit Coordinator’s Office” - College Hall, 3rd Floor.

The following documents should be enclosed with the application:

1) Original receipt duly signed and stamped by the official school or bank representative. Kindly note that if the receipt submitted is for more than one child, it should clearly indicate the amount paid for each child separately.
   In addition if one-time payment of tuition on one child or more is equal or exceeds LL 5,000,000 (5 million Lebanese Pound) then settlement should be done in the following manner:
   a. Bank transfer to the school.
   b. Check in the official name of the school.
   No school receipts will be accepted in this case.

2) Official enrollment certificate from the school.
3) An official detailed list of tuition.
4) If the employee is married, a certificate is required from the workplace of the spouse stating that she/he does not benefit from any educational allowances on her/his children. Nevertheless if the spouse has educational benefits from their job then AUB employee must determine which program he/she would like to benefit from, as he/she is not allowed benefiting from two programs simultaneously.

September 2010.