

**EDUCATION DECLARATION**  
[TO BE COMPLETED IN CAPITAL LETTERS]

**1. Contact details of the applicant**  
**(Retiree, widow(er) or former spouse with dependant orphan, legal guardianship of the child, orphan entitled to receive the benefit themselves)**

Pension/widow's pension/orphan's pension number if applicable	
Surname	
First name	
Date of birth	
Address	
Marital status of the orphan	<input type="checkbox"/> Single <input type="checkbox"/> Married on <b>XX/XX/XXXX</b> <input type="checkbox"/> Divorced on <b>XX/XX/XXXX</b> <i>If the marital status changes, please indicate the date of the marriage or divorce and attach the following supporting documents: marriage certificate, extract from registry office or family composition, annual declaration of spouse's income/copy of the last tax assessment, divorce judgment</i>
Tel.	
Email	

**2. Type of declaration**

<input type="checkbox"/> Prolongation of education declaration on the basis of the previous one <input type="checkbox"/> New education declaration <input type="checkbox"/> Interruption of studies during the academic year <input type="checkbox"/> End of studies (attach school certificate confirming the date of end of studies)	<input type="checkbox"/> Restarting studies after an interruption <input type="checkbox"/> Erasmus exchange <input type="checkbox"/> Trainee at European Institutions or Blue Book Trainee <input type="checkbox"/> Change of school during the course of the academic year
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**3. Information about the child**  
(This heading does not concern the beneficiary of the orphan's pension who can receive the allowance directly)

Orphan's pension number if applicable	
Surname	
First name	
Date of birth	
Address	
Marital status of the child	<input type="checkbox"/> Single <input type="checkbox"/> Married on <b>XX/XX/XXXX</b> <input type="checkbox"/> Divorced on <b>XX/XX/XXXX</b> <i>If the marital status changes, please indicate the date of the marriage or divorce and attach the following supporting documents: marriage certificate, extract from registry office or family composition, annual declaration of spouse's income/copy of the last tax assessment, divorce judgment</i>

**4. Contact person**

Surname	
First name	
Address	
Tel.	
Email	

**5. Information about the person who has custody of the child, if this is not the retiree:**

applies                       does not apply

Surname of this third person	
First name of this third person	
Relationship	
Address	
Tel.	
Email	

**6. Education information**

Start date			
End date			
Name of establishment			
Country			
City		Postal code	
Education level	<input type="checkbox"/> Kindergarten or pre-school <input type="checkbox"/> Primary <input type="checkbox"/> Secondary (lower/upper) <input type="checkbox"/> Higher Education (university, college) <input type="checkbox"/> Doctorate <input type="checkbox"/> Apprenticeship / professional training / business management training		
Other	<input type="checkbox"/> Serious illness / disability without school attendance		
Type of course	<input type="checkbox"/> Day course <input type="checkbox"/> Evening course	<input type="checkbox"/> Distance learning <input type="checkbox"/> Observer	<input type="checkbox"/> Home schooling <input type="checkbox"/> Central examining board
Weekly hours			

*For children over 18 or turning 18 in the current school year, **an attendance certificate** issued by the educational establishment and containing the above information must be provided.*

***N.B.*** if your child attends an evening course or distance learning, **proof of his/her professional income must be provided**, e.g. monthly salary slip of the child, copy of the child's employment contract, tax return for the year in question (can only be issued one year later), certificate issued by a national tax authority which indicates that the child did not have any income during the period in question.

**7. Work placement**

Does the child have to undertake a compulsory work placement as part of his/her studies? If YES, is the training paid? <i>If YES, please provide supporting documents.          (Copy of employment contract and payslip/s)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Taxable amount:</b>		

**8. Financial assistance**

<input type="checkbox"/> Study grant <input type="checkbox"/> Research grant	<input type="checkbox"/> Fees supported directly by the school or other organisation <input type="checkbox"/> Financial assistance from the other parent's employer
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<p><b>Do you receive a dependent child allowance</b> from another national body? <i>If so, please enclose supporting documents.</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <b>Amount:</b>
<p><b>Do you receive an education allowance/grant</b> from another national body? <i>If so, please enclose supporting documents.</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <b>Amount:</b>
<p><b>Does the child have any professional income?</b> <i>If YES, please provide supporting documents (copy of an employment contract and payslip/s)</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <b>Taxable amount:</b>

**9. If the child attends primary or secondary education and is not living with his/her family**

Surname of the person or name of the establishment where the child is living	
First name of the person or name of the establishment where the child is living	
Relationship	
Address	
<i>Please provide a declaration from the person or the establishment where the child is residing, including the invoice and proof of payment.</i>	

**10. Expenses incurred for children who attend primary or secondary education**

Annual registration fees	<b>These expenses will only be reimbursed on production of an invoice.</b>
Private school transport	Distance to the educational establishment: .....KM <b>No expense declaration is required for private school transport</b>
Annual public transport costs	<b>These expenses will only be reimbursed on production of an invoice.</b>
European school bus	<input type="checkbox"/> YES <input type="checkbox"/> NO
School bus	<b>These expenses will only be reimbursed on production of an invoice.</b>

**11. Documents to be returned**

- The present document, duly completed and signed
- Supporting documents, where appropriate

*Comments:*

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Please return this document, duly completed, dated and signed by 31 October.

1. By post to the following postal address:                   European Commission  
PMO.4 - Pensions  
MERO Building  
B – 1049 Brussels

2. Online:

You can also return the statement online via Sysper Post Activity: <https://myremote.ec.europa.eu/> (if you have an external EU login).

Please send your statement only once, through a single communication channel.

#### Data protection

All collection and further processing of your personal data by the EU institutions is in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

By providing your email address, you specifically and freely agree to information relating to your situation, and which may contain your personal data, being sent to you by email. You also agree that PMO may contact by email the person indicated in the tab "contact person", as well as with the person who has custody of the child. The PMO will use unencrypted email to communicate with you. We would like to point out that this communication method is not secured. The PMO cannot be held responsible for any disclosure of data or other harmful consequences resulting from your decision to communicate with our administration by email.

I hereby declare that the information in this document is correct and complete. I am aware that an inaccurate or delayed declaration can lead to the recovery of the amounts received (Article 85 of the Staff Regulations and Article 41 of Annex VIII thereto). If you return your documents by e-mail, you must keep all originals for five years following the payment of the allowances relating to this declaration.

Signed at \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_