



## Solidarity fund

### Operational regulations

***A solidarity fund was created by decision of the School Board on April 2020. The purpose of this fund is to help families in financial difficulty who has been affected by a situation related to Covid-19. It was created to cover two school years (2019-2020 and 2020-2021). The purpose of this fund is not to help a very large number of families but to identify and help the families most in difficulty.***

#### 1. Solidarity Fund Monitoring Committee

- The Solidarity Fund Monitoring Committee is composed of two members of the School Board, the Headmaster, the Administrative and Financial Director (DAF) and a representative of the Parents' Association. Guests invited for their expertise may also join if needed.
- Committee members and guests are bound by the obligation of discretion and must respect the strict confidentiality of information.
- The committee meets at least once a year. However, there is nothing to prevent other meetings from being held as required.
- The committee examines files (requests) after prior review by Apple Financial Services.
- The committee issues anonymous reports at the end of the meeting and forwards them to the School Board for information.
- The DAF is responsible for the execution of the allocation decisions taken by the Committee.

#### 2. Qualified public

- Only Lycée Claudel students with one year of experience at our school are eligible for this fund.
- Students with French citizenship must have first applied to the French Consulate for the French government scholarships before applying to the solidarity fund.
- The children of employees already benefiting from partial or total coverage of school fees at the Lycée Claudel are not eligible.





### 3. File components and allocation criteria

- The parent submits a request on the online form created by the Lycée ([https://docs.google.com/forms/d/e/1FAIpQLSdR\\_btqs9J5eIHuR8gXbXX9eMZ1Ar8C56feScc4PQ5Fo67tbw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdR_btqs9J5eIHuR8gXbXX9eMZ1Ar8C56feScc4PQ5Fo67tbw/viewform)).
- The parent then files an application on the Apple Financial Services platform, which serves as a reference on the family's financial situation.
- The committee allocates the assistance on the basis of the financial elements communicated by Apple Financial Services and taking into account the specific context of the family. The documents are forwarded to the committee anonymously.
- Decisions are taken by a simple majority.

### 4. Financial details

- The amount of financial assistance may not exceed 75% of the tuition fees for the period concerned.

**Référence(s)** : G:\Drive partagés\1-Direction\Covid-19\fond de solidarité\fond de solidarité.docx

