

REQUEST OF INSTALLATION ALLOWANCE

(Article 5 of Annex VII of the Staff Regulations and Conditions of Employment of the Teaching Staff,
Articles 65 and 74(a) of the Conditions of Employment of the Teaching Staff)

Having taken note of the regulations concerning installation allowance, I, the undersigned,

Surname and name:

hereby declare that I have changed my place of residence in order to comply with the residence obligation, in accordance with articles 3, 65 and 74(a) of the Conditions of Employment of the Teaching Staff or in accordance with article 20 of the Staff Regulations,

- with my family without my family

from (address).....
.....

to (address).....
.....

I declare that:

- A similar allowance of the amount ofhas been/will be paid to me or to my spouse in connection with my change of residence (supporting documents enclosed).
- No similar allowance has been/will be paid to me or to my spouse in connection with my change of residence.

I hereby apply for the installation allowance and I enclose evidence of the transfer of my residence.

I declare that the information given above is complete and accurate and I undertake to notify to the Human Resources Service any change which could affect my current situation. I acknowledge that according to Article 50 of the CETS and the article 85 of the Staff Regulations *"Any sum overpaid shall be recovered if the recipient was aware that there was no due reason for the payment or if the fact of the overpayment was patently such that he could not have been unaware of it."*

Place, date Signature.....