

# Reimbursement of certain education costs

Compulsory exam and administration fees eligible as of school year 2025/2026

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The education and childcare benefits reform introduced in summer 2021 has brought fairness and simplification. More staff are entitled to benefits and those benefits are more evenly distributed than before. Further, staff can manage their own reimbursement requests in the education allowance portal.

## Further refining the system

Based on the experience of the past years and recent recommendations of the Appeals Committee, the Office has decided to further refine the system and the distinction between direct and indirect costs. Consequently, as from school year 2025/2026, the Office will **reimburse compulsory exam fees and compulsory administration fees**. No retrospective reimbursement can be claimed for fees paid prior to the school year 2025/2026.

Reimbursement requests can be made in [MYFIPS](#) following the defined process.

## New guidelines on direct and indirect education costs

The Office aims to assist staff with their claims by offering the highest levels of transparency. In light of staff queries about the difference between direct and indirect education costs, as well as the classification of different fees, the Office has therefore provided [new guidelines](#)

on the intranet. These include an overview of which categories of fees are to be **reimbursed as direct costs** and which are to be **treated as indirect costs**. The Office contributes towards these indirect costs in the form of a monthly lump sum.

Shaped by the feedback received from staff and all stakeholders, the new guidelines support the fairness and transparency of the system.

Should you have any questions, please reach out to HR Services.

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