

Rannóg na nÍocaíochtaí Teagasc Baile
Rannán na Scoileanna- Airgeadas,
An Roinn Oideachais agus Scileanna
Cor na Madadh
Baile Átha Luain
Co. na hIarmhí
N37X 659



Home Tuition Payment Section,
Schools Division – Financial,
Department of Education and Skills
Cornamaddy
Athlone
Co. Westmeath
N37X659

HOME TUITION GRANT SCHEME 2017/18 – PAYMENT CLAIM FORM

IT IS IMPORTANT THAT TUTORS AND PARENTS/LEGAL GUARDIANS READ THE FOLLOWING INFORMATION AND FAQ AVAILABLE AT THE LINK BELOW BEFORE COMPLETING THIS CLAIM FORM.

<http://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html>

This payment claim form must be completed and signed by both the parent / legal guardian and the tutor at the end of each and every month in which tuition was provided and submitted to the Department of Education & Skills.

The Home Tuition grant cannot be used, under any circumstances, for any other purpose such as Speech and Language Therapy, Occupational Therapy, holidays, equipment, resources, travel to and from the home of the child/student etc.

Home Tuition should reflect the school day and be provided between the hours of 9am and 6pm. The grant aid is only payable for the **actual tuition** provided by the approved tutor to the approved child/ student. Payment will not issue for any other reason, including the cancellation of tuition by a parent/legal guardian.

Tutors are advised to access and read the Payroll Information Note and the FAQ available on the Department's website at: <http://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html>

Please note the Department maintains details of **one bank account only** and one address for payroll payment purposes. If you are currently employed by a school, as a teacher, SNA or other, or if you are retired **and** you are being paid on the Department's payroll, your home tuition grant payment will issue to the same bank account into which you are currently receiving payment.

Home Tutors must only use their official legal name in dealing with this Department. Where a name change takes place due to choice, deed poll or marriage, the required notification form must be submitted to the section in order for our records to be updated.

It is not permissible for the parent/ legal guardian to sign this payment claim form on behalf of the tutor and it is not permissible for the approved tutor to sign this payment claim form on behalf of the parent/legal guardian.

The Department's standard policy for cases where a false declaration has been made for the purposes of claiming resources from the Department, is that payment is withheld by the Department and the matter is referred to An Garda Síochána and, if appropriate, the Teaching Council.

Information obtained by this Department will be held and used by this Department in accordance with the Data Protection Policies published on the website. This is available at:
www.education.ie/en/The-Department/Data-Protection/pub_data_protection_code_of_practice.pdf

**ALL PARTS OF THIS FORM ARE TO BE COMPLETED USING BALL POINT PEN AND
CLEAR BLOCK CAPITAL LETTERS**

**FOR AUDIT REASONS CORRECTIVE FLUID SUCH AS TIPPEX ETC SHOULD NOT BE USED
ON THE FORM**

SECTION 1: Must be completed by parent/legal guardian.

REFERENCE NO. **HT:** _____ (As listed on the approval letter)

Child's/Student's Details – As listed on the sanction letter issued.

Surname:			
First Names:			
Date of Birth:		PPS Number:	

Parent's/ Legal Guardian's Details:

Only Parents/Legal Guardians as named on the sanction letter may complete this form. Incorrectly completed forms will be returned unpaid.

Surname:		
First Name(s):		
PPS Number:		
Contact Telephone Number:		
Email Address:		
Number of Tutors providing tuition		<i>Please complete a separate Section 2 and 3 for each tutor.</i>

Tutor Details:

(a) Tutor 1

Surname:	
First Name(s):	
PPS Number:	
Mobile Number:	
Email Address:	

(b) Tutor 2

Surname:	
First Name(s):	
PPS Number:	
Mobile Number:	
Email Address:	

SECTION 2: Must be completed by each individual approved tutor.

**Note: This section is to be completed by each and every tutor for each and every claim submitted.
An original signature is required for each claim submitted.
This section must be completed AFTER you have provided tuition.**

Tutors Name: _____ **Tutor's PPSN:** _____

HT reference Number: _____ (As listed on the approval letter)

PLEASE ANSWER YES / NO TO THE FOLLOWING QUESTIONS :		Enter YES or NO to each question
1	Has there been any change in your circumstances since you were approved to provide Home tuition? E.g. Change in Teaching Council Registration/you are now being paid a public service pension. If yes , please give brief details: _____	
2	Have you provided the tuition as stated in the “Record of Home Tuition Section 3” of this payment claim form between the hours of 9.00am and 6.00pm Monday to Friday only?	
3	Are you aware that you are not permitted to provide tuition in excess of a total of 8.5 hours per day (42.5 hours per week) where you are approved to provide tuition for more than one child/student?	
4	Have you read and understand the terms and conditions of the Scheme as outlined in the Circular Letter and the payroll information note for tutors issued by this Department?	
5	Are you aware of the publication of an FAQ to assist you, and you fully understand your responsibilities under the Scheme in order to receive payment for the tuition you have provided?	
6	Are you in full compliance with the terms of the scheme and all information submitted by you in this payment claim form is true and correct?	
7	Do you understand that this payment is for the tuition fees owed to you by the parent / legal guardian who engaged you to provide tuition to their child/student?	
8	Do you clearly understand that this method of payment does not establish or confer any contractual relationship between yourself as a home tuition tutor and the Department of Education & Skills?	
9	Do you know that a payment claim form is to be forwarded to this Department at the end of each and every month in which tuition is provided and these payment claim forms are available from the website of this Department at: http://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html The Department does not automatically issue payment claim forms to parents	
Tutor's Signature: _____		Date: _____

SECTION 3: Must be completed by parent/legal guardian and each individual approved tutor.

RECORD OF HOME TUTORING PROVIDED

CHILD/STUDENT'S NAME: _____ **TOTAL No. OF TUTORING HOURS CLAIMED:** _____

Week No.	Week-beginning	Monday	Tuesday	Wednesday	Thursday	Friday	Total number of hours worked per week
	(Monday)	No. of hours worked	No. of hours worked	No. of hours worked	No. of hours worked	No. of hours worked	
1	4 th Sept. 2017						
2	11 th Sept. 2017						
3	18 th Sept. 2017						
4	25 th Sept. 2017						
5	2 nd Oct 2017						
6	9 th Oct 2017						
7	16 th Oct 2017						
8	23 rd Oct 2017						
9	6 th Nov 2017						
10	13 th Nov 2017						
11	20 th Nov 2017						
12	27 th Nov 2017						
13	4 th Dec 2017						
14	11 th Dec 2017						
15	18 th Dec 2017						
16	8 th Jan 2018						
17	15 th Jan 2018						
18	22 nd Jan 2018						
19	29 th Jan 2018						
20	5 th Feb 2018						
21	19 th Feb 2018						

22	26 th Feb 2018						
23	5 th Mar 2018						
24	12 th Mar 2018						
25	19 th Mar 2018						
26	9 th Apr 2018						
27	16 th Apr 2018						
28	23 rd Apr 2018						
29	30 th Apr 2018						
30	7 th May 2018						
31	14 th May 2018						
32	21 st May 2018						
33	28 th May 2018						
34	4 th Jun 2018						
35	11 th Jun 2018						
36	18 th Jun 2018						
37	25 th Jun 2018						
38	2 nd Jul 2018						
39	9 th Jul 2018						
40	16 th Jul 2018						
41	23 rd Jul 2018						

Declaration by both Parent/ Legal Guardian and the approved tutor.

We, as parent / legal guardian and the approved tutor of the above named child/student, wish to confirm that:

- Having read and understood the terms and conditions of the scheme and the FAQ published by the Department, we fully understand how the home tuition grant scheme operates.
- We are in full compliance with all the terms and conditions of the scheme and all the information provided in this claim form is true and correct.
- The tuition as listed in the above schedule was provided in full accordance with the Scheme on the dates listed. The child/student received individual tuition and was not part of any group tuition. The tuition was provided in the home of the child/student where this is specifically stated in the sanction letter and the tuition was provided between 9am-6pm Monday to Friday only.

Signed: _____
Parent/Legal Guardian (As listed on sanction letter)

Signed: _____
Approved Tutor

Date: _____
(Please sign and date **after** the tuition is provided)