



CLAIM FOR GRANT-AID IN RESPECT OF PART TIME TEACHING HOURS

The completed claim form should be submitted to:
Home Tuition Payments Section, Schools Division Financial, Department of Education and Skills,
Cornamaddy, Athlone, Co. Westmeath, N37 X 659

Name of Company / Organisation : _____

Contact Details : Name : _____

Email : _____

Ph No: _____

I, on behalf of the above company / organisation wish to claim payment of grant aid for the following period in accordance with the current approval and sanction issued by the Department of Education & Skills to this company/ organisation as outlined in the service level agreement for the provision of part time teaching.

Duration of claim : _____ to _____ (incl)

Number of weeks of tuition provided to date in the 2019/2020 school year : _____

Number of weeks of tuition currently being claimed for the above period : _____

Certification by the Company/ Organisation:

I, on behalf of _____ claim a payment of € _____ in respect of part time teaching hours provided during the above period and confirm that the company / organisation :

- (A) Operated in full accordance with the terms and conditions of the approval issued by the Department of Education & Skills and in accordance with the service level agreement which exists between this Organisation and the Department of Education & Skills.
- (B) Is fully tax compliant with the terms of section 95 of the 2014 Finance Act.
- (C) Is fully aware of and in full compliance with all employment and health & Safety legislation that is currently in place within this state with special reference to the Protection of Employees (Fixed Term Work) Act 2003 and the Protection of Employees (Part time Work) Act 2001.
- (D) Has a current satisfactory vetting declaration for each and every employees which was approved by the Garda Central Vetting Office. These vetting clearance certificates were obtained for each employee within the past two calendar years.
- (E) Provided teaching hours in the subjects and centres as listed below:

***Reg Number (Registration Number)**

This registration number refers to the employees registration number with the Teaching Council of Ireland and must be included in the claim form. Where a registration number is not listed or is unable to be verified by the Department of Education & Skills, no payment will issue for that employee or centre and will not be retrospectively approved for payment. Teachers must ensure that the Teaching Council of Ireland has permission to display the educational and registration details of all employees for whom payment is being sought from the Department and have their registration maintained for the full duration of the tuition provided.

Data Protection Privacy Statement

The Department of Education and Skills, as far as practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people. The main purpose for which the Department requires the personal data provided by you is to process the payment of this grant and the accounting and auditing of public monies. The privacy notice outlining further information in relation to this form can be found at <https://www.education.ie/en/The-Department/Data-Protection/gdpr/>. Full details of the Department's data protection policy setting out how we will use personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the address above upon request.