



**HOME TUITION MATERNITY RELATED ABSENCE GRANT SCHEME PAYMENT CLAIM FORM**

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

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

**INSTRUCTIONS FOR COMPLETION AND RETURN OF PAYMENT CLAIM FORM**

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

**CORRECTIVE FLUID SUCH AS TIPPEX ETC. MUST NOT BE USED ON THE FORM**

**A PAYMENT CLAIM FORM MUST BE COMPLETED IN RESPECT OF EACH TUTOR**

**A payment claim form must be completed and signed by both the Parent /Legal Guardian  
and the Tutor at the end of each and every calendar month in which tuition was provided  
and submitted to the:**

**Home Tuition Payments Section, Schools Division Financial,  
Department of Education and Skills,  
Cornamaddy, Athlone, Co. Westmeath, N37 X 659.**

# HOME TUITION MATERNITY RELATED ABSENCE GRANT SCHEME PAYMENT CLAIM FORM

## SECTION 1: DETAILS OF THE STUDENT, TUTOR AND PARENT/LEGAL GUARDIAN

These details must be the same as those on the Sanction Letter most recently sent to the Parent/Legal Guardian

REFERENCE NO. : HT\_\_\_\_\_ (As listed on your most recent Sanction Letter)

No of Tutors providing Tuition to student

\*A payment claim form must be completed in respect of each tutor.

### Student Details:

Surname:	
First Name (s):	
PPS Number:	
Date of Birth:	

### Parent/Legal Guardian Details:

Surname:	
First Name (s):	
PPS Number:	
Contact Telephone Number:	
Email Address:	

### Tutor Details:

Surname:	
First Names (s):	
PPS Number:	
Contact Telephone Number:	
Email Address:	
Are you being paid a Public Service Pension (Yes/No)	

**SECTION 2: TIMETABLED RECORD OF HOME TUITION ACTUALLY PROVIDED**

Student's Name: \_\_\_\_\_ HT Ref: \_\_\_\_\_

Name of Approved Tutor: \_\_\_\_\_ Tutor's PPSN: \_\_\_\_\_

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	3 <sup>rd</sup> Sept. 2018						
2	10 <sup>th</sup> Sept. 2018						
3	17 <sup>th</sup> Sept. 2018						
4	24 <sup>th</sup> Sept. 2018						
5	1 <sup>st</sup> Oct 2018						
6	8 <sup>th</sup> Oct 2018						
7	15 <sup>th</sup> Oct 2018						
8	22 <sup>nd</sup> Oct 2018						
9	29 <sup>th</sup> Oct 2018	<b>BANK HOLIDAY</b>					
10	5 <sup>th</sup> Nov 2018						
11	12 <sup>th</sup> Nov 2018						
12	19 <sup>th</sup> Nov 2018						
13	26 <sup>th</sup> Nov 2018						
14	3 <sup>rd</sup> Dec 2018						
15	10 <sup>th</sup> Dec 2018						
16	17 <sup>th</sup> Dec 2018						
17	24 <sup>th</sup> Dec 2018		<b>CHRISTMAS</b>	<b>CHRISTMAS</b>			
18	31 <sup>st</sup> Dec 2018		<b>NEW YEARS DAY</b>				
19	7 <sup>th</sup> Jan 2019						
20	14 <sup>th</sup> Jan 2019						
21	21 <sup>nd</sup> Jan 2019						
22	28 <sup>th</sup> Jan 2019						
23	4 <sup>th</sup> Feb 2019						

24	11 <sup>th</sup> Feb 2019						
25	18 <sup>th</sup> Feb 2019						
26	25 <sup>th</sup> Feb 2019						
27	4 <sup>th</sup> Mar 2019						
28	11 <sup>th</sup> Mar 2019						
29	18 <sup>th</sup> Mar 2019	<b>BANK HOLIDAY</b>					
30	25 <sup>th</sup> Mar 2019						
31	1 <sup>st</sup> Apr 2019						
32	8 <sup>th</sup> Apr 2019						
33	15 <sup>th</sup> Apr 2019					<b>GOOD FRIDAY</b>	
34	22 <sup>nd</sup> Apr 2019	<b>EASTER MONDAY</b>					
35	29 <sup>th</sup> Apr 2019						
36	6 <sup>th</sup> May 2019	<b>BANK HOLIDAY</b>					
37	13 <sup>th</sup> May 2019						
38	20 <sup>th</sup> May 2019						
39	27 <sup>th</sup> May 2019						
40	3 <sup>rd</sup> Jun 2019	<b>BANK HOLIDAY</b>					
41	10 <sup>th</sup> Jun 2019						
42	17 <sup>th</sup> Jun 2019						
43	24 <sup>th</sup> Jun 2019						
44	1 <sup>st</sup> Jul 2019						
45	8 <sup>th</sup> Jul 2019						
46	15 <sup>th</sup> Jul 2019						
47	22 <sup>nd</sup> Jul 2019						
48	29 <sup>th</sup> Jul 2019						
49	5 <sup>th</sup> Aug 2019	<b>BANK HOLIDAY</b>					
50	12 <sup>th</sup> Aug 2019						
51	19 <sup>th</sup> Aug 2019						
52	26 <sup>th</sup> Aug 2019						

**SECTION 3: DECLARATION BY BOTH PARENT/LEGAL GUARDIAN AND TUTOR**

We, the Parent/Legal Guardian and the approved Tutor of the above named Student, confirm that:

- (Tick one box)*
- We are in full compliance with all the terms and conditions of the scheme.  Yes  No
  - All the information provided in this claim form is true and correct.  Yes  No
  - Tuition did not commence until the tutor had sight of the Departments Sanction letter outlining the terms and conditions of the scheme.  Yes  No

**The Department's standard policy in 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 may be referred to An Garda Síochána and, if appropriate, the Teaching Council.**

Signed: \_\_\_\_\_  
Parent/Legal Guardian

Signed: \_\_\_\_\_  
Approved Tutor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

***This Payment Claim Form must be signed and dated after the tuition has been provided.***

**It is not permissible for the Parent/Legal Guardian to sign this form on behalf of the tutor.  
It is not permissible for the approved Tutor to sign this form on behalf of the Parent/Legal Guardian.**

**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 personal data provided may be exchanged with the Office of the Revenue Commissioners and the Department of Employment Affairs and Social Protection. 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.