



**CLAIM FOR GRANT-AID IN RESPECT OF TUITION
 PROVIDED IN VOCATIONAL TRAINING CENTRES**

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

SECTION 1: APPLICANT DETAILS

Name of Centre: _____

Contact Name: _____

Contact Number: _____

Email Address: _____

Number of Full Time Trainees	
Number of Part Time Trainees	
Number of weeks work now being claimed	
Total number of hours currently being claimed	
Period for which this claim is being made:	

Details of the employees who provided the literacy and numeracy support:

Name	PPSN	Number of hours worked each week	Total number of hours worked in this claim period.

DECLARATION BY AUTHORISED SIGNATORY

We the undersigned certify that:

- This Centre operates in full accordance with the existing Service Level Agreement and the sanction issued by the Department to this company.
- All of the above employees have successfully completed a Garda Vetting process and a valid current vetting clearance certificate is available on request for each employee.
- All trainees have been in full time attendance at this centre for the period now being claimed.
- All the information on this form is true and correct.

We understand that, in the event of any overpayment of this grant:

- The full amount of the overpayment must be refunded to the Department, and
- As public monies are involved the Department, where necessary, will recover the overpayment from the next grant payment or by legal means.

Signed: _____

Authorised Signatory

Date: _____

Signed: _____

Authorised Signatory

Date: _____

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.