



Typing Tuition Payment of an Educational Grant Claim Form

**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**

Please read carefully before completing this payment claim form.

- Only original fully completed claim forms signed and dated by the Board of Management/CEO and the Tutor will be accepted for payment.
- Payment claim forms must be submitted no later than the end of each and every School Year in which tuition was provided.
- 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 this form.
- Only applications for payment in respect of tuition that has been provided and pre-approved will be processed.
- The School Authority/Organisation must ensure that they have received their formal written notification of approval for Typing Tuition for the current school year before allowing the tutor to commence tuition.
- Schools/Organisations approved to provide typing tuition that are not registered charities or recognised schools must supply a current tax clearance reference number and a tax clearance access number (TCAN) with their claim in order for payment to be processed.
- School Authorities/Organisations who employ a tutor to provide this tuition are required to make all relevant statutory deductions from the payment issued to their employees.
- If the tuition is provided by a tutor on a self-employed basis the School Authorities must obtain a valid tax reference number and a tax clearance access number (TCAN) from the Tutor before the tuition may commence.

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SECTION 1: DETAILS OF THE STUDENT, SCHOOL AUTHORITY/ORGANISATION AND THE TUTOR

These details must be the same as those on the Sanction Letter most recently issued by this Department.

Student Details:

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

School/Organisation Details:

Name:	
Roll Number (if applicable):	
Contact Telephone Number:	
Email Address:	
Tax Reference Number:	
Tax Clearance Access Number (TCAN)	

Tutor Details:

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

SECTION 2: RECORD OF TYPING TUITION ACTUALLY PROVIDED
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Period being claimed for (From/To inclusive in the format DD/MM/YYYY)	
Total number of hours provided	

SECTION 3: Declaration by the Tutor and School Authority/Organisation

We, the Board of Management/ CEO and the 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 Department’s sanction letter outlining the terms and conditions of the scheme. Yes No
 - The sanctioned rate of pay for the hours specified above has been paid to the Tutor. Yes No
 - This school has applied and adhered to the terms of Circular Letter 0031/2016 and the tutor has successfully completed the vetting process. Yes No

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.
- 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: _____
Chairperson of the Board of Management/CEO

Date: _____

Signed: _____
Tutor

Date: _____

This Payment Claim Form must be signed and dated after the tuition has been provided. It is not permissible for the School/Organisation to sign this form on behalf of the Tutor. It is not permissible for the Tutor to sign this form on behalf of the School/Organisation.

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. 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.

OFFICIAL USE ONLY

Total Number of hours being paid	Period	Rate per hour €	Total €

Input by CO: _____ Date: _____

EO Approved: _____ Date: _____