

## Home Tuition Payment Dates

Please note these dates are a guideline only and may be subject to change.

Payment for Home Tuition provided in	Date by which Payment Claim Form should be received for payment to issue on ➡	Payroll Issue Date*
September 2019	17/10/2019	31/10/2019
October 2019	14/11/2019	28/11/2019
November 2019	06/12/2019	26/12/2019
December 2019	09/01/2020	23/01/2020
January 2020	06/02/2020	20/02/2020
February 2020	19/03/2020	02/04/2020
March 2020	16/04/2020	30/04/2020
April 2020	14/05/2020	28/05/2020
May 2020	11/06/2020	25/06/2020
June 2020	09/07/2020	23/07/2020
July 2020	06/08/2020	20/08/2020

\*Alternative payroll dates are available for payment claim forms that are not processed for the above receipt date. These dates are two weeks from each of the payroll closing dates listed above.

When Tuition is completed at the end of each month, it is recommended that payment claim forms are completed and submitted to the Department **at the earliest opportunity**.

Payment claim forms received **prior to** any “**Date by which Payment Claim Form should be received**” will be dealt with for the next payroll date e.g. payment in respect of fully completed forms received prior to 17<sup>th</sup> October 2019 will issue on 31<sup>st</sup> October 2019.

However, if a payment claim form is received **on** the “**Date by which Payment Claim Form should be received**” it is possible; depending on the time of year and the volume of claims received, that the claim will not be dealt with and payment will then issue in the next available pay issue i.e. two weeks later.