



Home Tuition Grant Scheme

Payment Information

for
Parents/Legal Guardians
& Tutors

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1. Introduction:

The purpose of this Home Tuition Grant Scheme is to provide funding towards the provision of a compensatory educational service for children who, for a number of specific reasons, are unable to attend school. However, it should also be noted that the Home Tuition Grant Scheme is not an alternative to a school placement and is provided in very limited and specific circumstances.

The Department of Education & Skills acts as payroll agent only on behalf of the Parent/Legal Guardian for the payment of the Home Tuition Grant Scheme. This does not establish or confer any contractual relationship between the Tutor and the Department.

The Department will only issue payment for approved tuition provided by a specifically named Tutor as per details outlined in the Sanction Letter. **The Parent/Legal Guardian must inform the approved tutor/s of the contents of the Sanction Letter including the Terms and Conditions in advance of the commencement of the tuition..**

Tutors are advised to familiarise themselves with the terms and conditions of the Home Tuition Grant Scheme which are outlined in Circular 0041/2018 and the Sanction Letter. In the case of Home Tuition for Maternity Related Absences please also refer to Circular 0058/2018.

2. Conditions:

The following are the conditions related to the provision of Tuition:

- Tuition must be provided from Monday to Friday inclusive, between the hours of 9am to 6pm only.
- Tuition must be provided on a one to one basis (exceptions may apply in the case of siblings) in the home of the student only.
- It is not permitted to provide tuition on bank holidays.
- Only in the case of **Maternity Related Absences**, tuition can be provided during the holiday periods when mainstream schools are closed but not on bank holidays or at weekends
- The student can receive a maximum of 5 hours tuition per day only.
- The tutor can provide a maximum of 8.5 hours tuition per day only.
- The weekly number of hours sanctioned cannot be exceeded for any reason. Any unused hours cannot be carried forward.
- The Home Tuition Grant Scheme only pays for actual tuition provided. It does NOT provide payment in respect of:
 - a) Travel costs incurred by the tutor.
 - b) Expenses for any resources/equipment/preparation used in the provision of the Tuition.
 - c) Tuition offered but not availed of by the student for any reason.
 - d) Sick pay.
 - e) Holiday pay.
 - f) Any period in which tuition is not pre-approved.

3. Payment Arrangements

- The Home Tuition Grant Scheme Payment will be issued **on a monthly basis** to the approved Tutor via the Non-Teaching Staff (NTS) payroll operated by this Department. The payment will issue by Electronic Funds Transfer directly into the Tutor's nominated account.
- In order for payment to issue, a payment claim form must be completed and signed by both the Parent/Legal Guardian and the Tutor. The payment claim form should then be forwarded to this Department at the end of each and every calendar month in which tuition was provided. Payment claim forms can be downloaded from the Department's website at the link below.

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

- Every effort will be made by the Department to process the claims for payment as quickly and efficiently as possible, **usually within a four week period from date of receipt of a completed claim form**. However the following may result in the claim form being returned to the Parent/Legal Guardian and payment being delayed:
 - Forms dated before the tuition was completed.
 - Tippex or other corrective fluid has been used on the form.
 - Incomplete forms.

It is not permitted for:

- The Parent/Legal Guardian to sign the claim form for or on behalf of the tutor.
 - The approved Tutor to sign the claim form for or on behalf of the Parent/Legal Guardian.
- For details on Home Tuition Payment Dates please see Appendix A.
 - For details on payable and non-payable days/weeks, please see Appendix B. Non payable days and weeks coincide with school closures such as bank holidays, Christmas, Easter and Mid-term breaks.
 - The Department maintains details of one bank account only for each Tutor. If the Tutor has never received payment from the Department before or if the Tutors bank account details previously held by the Department have changed, please complete a "Tutor Bank details Form" available at the link below.

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

- Tutors engaged by the **Child and Family Agency (TUSLA)** are **not paid** by the Department of Education and Skills. The home tuition grant is paid directly by this Department to TUSLA. Tutors engaged by TUSLA should contact that Agency if they wish to establish the payment arrangements in place in respect of tuition provided.

4. Rates of Payment

The rate payable to the Tutor is as stated in the Sanction letter issued to the Parent/Legal Guardian.

There are two rates of payment for the Home Tuition Grant Scheme based on the qualifications of the Tutor engaged by the Parent/Legal Guardian, the standard rate and the modified rate.

The grant rates currently applicable are as follows:

4.1. Standard Home Tuition Grant Scheme Rate:

The following are the rates **per hour worked** applicable to teachers **registered with the Teaching Council** as a:

- **Qualified Primary** School Teacher and who is tutoring a **primary** student €38.33
- **Qualified Post Primary** Teacher and who is tutoring a **post-primary** student €46.04

4.2. Modified Home Tuition Grant Scheme Rate:

The following categories of tutor will be paid at a modified rate of **€34.28 per hour worked**:

- Teachers **registered with the Teaching Council in a different educational sector from that in which they are providing tuition**, if granted approval to provide tuition.
- Teachers who are registered and qualified and who are in receipt of payment of a public service pension will receive the modified payment.

Please note that these grant rates may be subject to alteration during the year and, consequently, the grant rate payable will be reflective of the rate applicable for the period in respect of which the claim is made.

Any further queries in relation to the rates of pay sanctioned in individual cases, please contact Special Education Section, Department of Education & Skills, Cornamaddy, Athlone, Co Westmeath at 090 648 4187

5. Deductions made from Tuition payments

Statutory deductions such as PAYE, PRSI and USC are made at source via the Non-Teaching Staff Payroll operated by this Department.

5.1. PAYE

A Tutor engaged under the Home Tuition Grant Scheme who:

- a) is currently not in receipt of payment via a payroll operated by this Department, or
- b) is employed by an Education and Training Board in any position,

should contact their local Revenue Office to obtain a Certificate of Tax Credits and Standard Rate Cut-Off Point for their work under the Home Tuition Grant Scheme.

The Revenue Office will require their Personal Public Service Number (PPSN), and the Employer Registration Number (for Payroll purposes) for the Home Tuition work.

This Employer Registration number is 9599516K.

There are changes being introduced in 2019 due to PAYE Modernisation. The link below is to the Revenue website where the information in relation to these changes is available.

<https://www.revenue.ie/en/employing-people/payee-modernisation/index.aspx>

If for any reason, this Department does not have access to the Tutors Certificate of Tax Credits payment will be taxed at the emergency rate and it will be the Tutor's responsibility to apply for a tax refund from their local Revenue Office.

The Department of Education and Skills cannot alter tax details for any Tutor and must act on instruction from the Revenue Commissioners.

5.2. USC

The Universal Social Charge (USC) on gross income came into effect on 1st January 2011. Further information on the USC is available at www.revenue.ie/en/tax/usc/index.html.

Queries on Tax or USC should be directed to the Office of the Revenue Commissioners at www.revenue.ie

5.3. PRSI

PRSI is administered by the Department of Employment Affairs and Social Protection. Within the PRSI system the Department of Employment Affairs and Social Protection has classified Tutors liable for PRSI deductions at class "S".

Queries on PRSI should be directed to the Department of Employment Affairs and Social Protection at www.welfare.ie.

6. Overpayments

Home Tuition Grant Scheme

In the event of an overpayment of the Home Tuition grant, the overpayment will be recouped by the Department in consultation with the Tutor. If the tutor is also in receipt of a salary or pension which is paid through a payroll operated by this Department, the overpayment will be recovered from that payment. As public monies are involved the Department where necessary will recover the overpayment by legal means.

Other Salary Overpayments

If an overpayment occurred while the tutor was previously employed as a Teacher, SNA or other on a payroll operated by this Department, any outstanding overpayment will be recouped from the Tutor's July Provision Grant Payment in accordance with the terms of Circular Pay 15/04.

7. Contact Details

If you have any further queries on the **payment process** of the Home Tuition Grant Scheme please email your query to htpayments@education.gov.ie or alternatively contact the Department at 09064 83996.

Queries regarding **sanction of Grant Aid** can be emailed to special_education@education.gov.ie or by telephone to 09064 84187

Queries regarding **sanction of Maternity Related Grant Aid** can be emailed to hometuitionapprovals@education.gov.ie or by telephone to 0761 108 581.

APPENDIX A

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	12/12/2019	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 17th October 2019 will issue on 31st 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.

Appendix B – Payable and Non Payable Days/Weeks for 19-20 school year

MONTH 2019/2020	DATES	PAYABLE WEEKS
SEPTEMBER	2 nd September 2019 – 27 th September 2019	4 Weeks
OCTOBER	30 th September 2019 – 25 th October 2019	4 weeks
NOVEMBER	4 th November 2019 – 29 th November 2019	4 weeks
DECEMBER	2 nd December 2019 – 20 th December 2019	3 weeks
JANUARY	6 th January 2019 – 31 st January 2019	4 weeks
FEBRUARY	3 rd February 2019 – 14 th February 2019 24 th February 2019 – 28 th February 2019	3 weeks
MARCH	2 nd March 2019 – 16 th March 2019 18 th March 2019 – 27 th March 2019	4 weeks
APRIL	30 th March 2019 – 3 rd April 2019 20 th April 2019 – 1 st May 2019	3 weeks
MAY	5 th May 2019 – 29 th May 2019	4 weeks
JUNE	2 nd June 2019 – 26 th June 2019	4 weeks
JULY	29 th June 2019 – 24 th July 2019 <small>(if further extension has been granted)</small>	4 weeks

Non Payable Weeks/Days 2019-2020

October – 28th October – 1st November

December – 23rd December – 31st December

January – 1st January – 3rd January

February – 17th February – 21st February

March – 17th March

April – 6th April – 17th April

May – 4th May

June – 1st June