



**CLAIM FORM FOR HOME TUITION PAYMENTS WHERE
THE STUDENT IS IN THE CARE OF TUSLA**

**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 X659.**

Please read carefully before completing this payment claim form

- The Home Tuition Grant scheme is an educational grant to cater for the cost of engaging an approved tutor to provide tuition to an approved student who cannot for a variety of reasons attend or avail of a school placement.
- Only applications for payment in respect of tuition that has been provided and pre-approved will be processed. The approved Social Worker must ensure that they have received the formal written notification of approval for Home Tuition for the current school year **before allowing the tutor to commence tuition.**
- Only original fully completed claim forms signed and dated by the approved Social Worker and the Tutor(s) will be accepted for payment.
- Claim Forms should be submitted at the end of each and every calendar month.
- 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.
- Where more than one Tutor has been approved to provide tuition, a separate claim form must be submitted for each Tutor.
- Payment will issue strictly in accordance with the sanction letter issued for this scheme.
- Tuition must be provided from Monday to Friday inclusive between the hours of 9am to 6pm only.
- Tuition is limited to 5 hours per student per day.
- The tutor can only provide a maximum of 8.5 hours tuition per day.
- The weekly number of hours sanctioned cannot be exceeded for any reason. Any unused hours cannot be carried forward.
- Tuition must be provided on a one to one basis (exceptions may apply in the case of siblings).
- It is not permitted to provide tuition on bank holidays.
- Only in the case of **Maternity Related Absences** can tuition be provided during the holiday periods when mainstream schools are closed but not on bank holidays or at weekends.
- The Home Tuition Grant covers actual tuition provided. It does NOT provide for 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.
 - g) Speech and Language Therapy, Occupational Therapy etc.
- The payment rates and terms of employment for tutors providing tuition under this Scheme to students in the care of TUSLA is a matter between TUSLA and the individual tutor. The Department of Education & Skills has no function or role in the matter.
 - Payment of grant aid will be made directly to the nominated bank account of TUSLA and a remittance slip will be forwarded to the Finance Unit of TUSLA in respect of each payment issued.

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SECTION 1: DETAILS OF THE STUDENT, APPROVED SOCIAL WORKER AND THE TUTOR

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

REFERENCE NO. : HT _____ (As listed on the 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):	
Date of Birth:	
PPS Number:	

Approved Social Worker Details:

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

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 TUITION ACTUALLY PROVIDED

Please specify the actual times per day tuition was provided to the above named student.						
Week Beginning Mon - DD/MM/YY	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours of tuition
/ /20						
/ /20						
/ /20						
/ /20						
/ /20						

SECTION 3: Declaration by the Approved Social Worker and Tutor

We, the approved Social Worker 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

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: _____
Approved Social Worker (TUSLA)

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 approved 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 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.