

Rannóg na nÍocaíochtaí Teagasc Baile  
Rannán na Scoileanna- Airgeadas,  
An Roinn Oideachais agus Scileanna  
Cor na Madadh  
Baile Átha Luain  
Co. na hIarmhí  
N37X 659



Home Tuition Payment Section,  
Schools Division – Financial,  
Department of Education and Skills  
Cornamaddy  
Athlone  
Co. Westmeath  
N37X659

## HOME TUITION SCHEME 2016/2017 - PAYMENT CLAIM FORM

IT IS IMPORTANT THAT BOTH TUTORS AND PARENTS/GUARDIANS READ THE FOLLOWING INFORMATION AND FAQ BEFORE COMPLETING THIS CLAIM FORM.

This payment claim form must be signed and completed by both the parent / legal guardian and the tutor at the end of each and every month in which tuition was provided and submitted to the Department of Education & Skills.

The Home Tuition grant cannot be used, under any circumstances, for any other purpose such as Speech and Language Therapy, Occupational Therapy, holidays, equipment, resources, travel to and from the home of the student etc.

The provision of Home Tuition is limited Monday to Friday between the hours of 9am to 6pm only. The grant aid is only payable for the **actual tuition** provided by the approved tutor to the approved child/student and no grant aid is payable for any other reason or cause including the cancellation of tuition by parent.

Tutors are advised to access and read the detailed information available on the website of the Department regarding the home tuition scheme and being paid on a payroll system.

The “Payroll Information Note for Home Tutors” can be accessed by using the link:

<http://www.education.ie/en/Parents/Services/Home-Tuition/>

Please note the Department maintains details of **one bank account only** and one address for payroll payment purposes. If you are currently employed by a school, as a teacher, SNA or other, or a retired teacher **and** you are being paid on the Department’s payroll, your home tuition grant payment will issue to the same bank account into which you are currently getting paid.

Home Tutors must only use their official legal name in dealing with this Department. Where a name change takes place due to choice, deed poll or marriage, the required notification form must be submitted to the section in order for our records to be updated.

It is not permissible for the parent/ legal guardian to sign this payment claim form on behalf of the tutor and it is not permissible for the approved tutor to sign this payment claim form on behalf of the parent/legal guardian.

**The Department’s standard policy for 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 is referred to An Garda Síochána and, if appropriate, the Teaching Council.**

Information obtained by this Department will be held and used by this Department in accordance with the Data Protection Policies of the Department published on the website of this Department.  
[www.education.ie/en/The-Department/Data-Protection/pub\\_data\\_protection\\_code\\_of\\_practice.pdf](http://www.education.ie/en/The-Department/Data-Protection/pub_data_protection_code_of_practice.pdf)

# SECTION 1: PERSONAL DETAILS

(To be completed by applicant i.e. parent/guardian)

**REFERENCE NO. HT:** \_\_\_\_\_

As listed on your approval letter.

**Name/s of Child** \_\_\_\_\_

**PPSN of Child** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**IMPORTANT:** This section **must** be completed by the same person named in the letter of sanction or the claim will be returned unpaid.

**Name of parent / legal Guardian :** \_\_\_\_\_

**PPSN of parent / legal guardian** \_\_\_\_\_

**Contact Telephone No** \_\_\_\_\_

**Email address of Parent:** \_\_\_\_\_

**Number of Tutors providing tuition** \_\_\_\_\_. *Please complete a separate section 2 and 3 for each tutor*

**Tutor Name** \_\_\_\_\_

**Tutor's PPSN** \_\_\_\_\_

**Tutor's Mobile No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of 2<sup>nd</sup> Tutor** \_\_\_\_\_

**Tutor's PPSN** \_\_\_\_\_

**Tutor's Mobile No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**SECTION 2: TUTOR DETAILS (to be completed by each individual tutor)**

**Note: This section is to be completed by each and every tutor for each and every claim submitted.  
An original signature is required for each claim submitted.  
This section must be completed AFTER you have provided tuition.**

**Tutors Name:** \_\_\_\_\_ **Tutor's PPSN:** \_\_\_\_\_

**HT reference number:** \_\_\_\_\_

<b>PLEASE ANSWER YES / NO TO THE FOLLOWING QUESTIONS :</b>	<b>Enter YES or NO to each question.</b>
<p>1. Has there been any change in your circumstance since you were approved to provide Home tuition (e.g.) Change in Teaching Council Registration / you are now being paid a public service pension . If yes , please give brief details:</p> <p>_____</p>	
<p>2. Have you provided the tuition as stated in the “<i>Record of Home Tuition Section 3</i>” of this payment claim form between the hours of 9.00am and 6.00pm Monday to Friday only</p>	
<p>3. Are you aware that you are not permitted to provide tuition in excess of a total of 8.5 hours per day ( 42.5 hours per week ) where you are approved to provide tuition for more than one student.</p>	
<p>4. Have you have read and understand the terms and conditions of the Scheme as outlined in the Circular Letter and the payroll information note for tutors issued by this Department.</p>	
<p>5. Are you aware of the publication of an FAQ to assist you and you fully understand your responsibilities under the Scheme in order to receive payment for the tuition you have provided</p>	
<p>6. Are you are in full compliance with the terms of the scheme and all information submitted by you in this payment claim forms is true and correct.</p>	
<p>7. Do you understand that this payment is for the tuition fees owed to you by the parent / legal guardian who engaged you to provide tution to their child</p> <p>Do you further clearly understand that this method of payment does not establish or confer any contractual relationship between yourself as a home tuition tutor and the Department of Education &amp; Skills</p>	
<p>8. Do you know that a payment claim form is to be forwarded to this Department at the end of each and every month in which tuition is provided and these payment claim forms are available from the website of this Department at : <a href="http://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html">http://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html</a> The Department does not issue automatically issue payment claim forms to parents</p>	

**Tutor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION 3: RECORD OF HOME TUITION PROVIDED**

CHILD'S NAME: \_\_\_\_\_ TOTAL NUMBER OF TUITION HOURS CLAIMED: \_\_\_\_\_

Week no.	Week-beginning (Monday)	MONDAY No. of Hours worked	TUESDAY No. of Hours worked	WEDNESDAY No. of Hours worked	THURSDAY No. of Hours worked	FRIDAY No. of Hours worked	TOTAL NUMBER OF HOURS Worked per Week
1	29.8.16						
2	5.9.16						
3	12.9.16						
4	19.9.16						
5	26.9.16						
6	3.10.16						
7	10.10.16						
8	17.10.16						
9	24.10.16						
0	31.10.16						
10	7.11.16						
11	14.11.16						
12	21.11.16						
13	28.11.16						
14	5.12.16						
15	12.12.16						
16	19.12.16						

Declaration by both Parent/ Legal Guardian and the approved tutor.

We, as parent / legal guardian and the approved tutor of the above named student wish to confirm that:

- Having read and understood the terms and conditions of the scheme and the FAQ published by this Department, we fully understand how the home tuition scheme operates.
- We are in full compliance with all the terms and conditions of the scheme and all the information given in this claim form is true and correct.
- The tuition as listed in the above schedule was provided in full accordance with the Scheme on the dates listed. The student received individual tuition and was not part of any group tuition. The tuition was provided in the home of the child where this is specifically stated in the sanction letter and the tuition was provided between 9 am -6pm Monday to Friday only.

Signed: \_\_\_\_\_  
Parent / Legal Guardian (As listed in the sanction letter)

Signed: \_\_\_\_\_  
Approved Tutor

Date: \_\_\_\_\_  
*(Please sign and date after the tuition is provided)*