



Application for the payment of an Educational Grant for Irish Sign Language (ISL) for the 2016.17 school year

Please read carefully before completing this payment claim form

- Only original fully completed claim forms signed and dated by parents/guardians and the tutor(s) can be accepted for payment. Faxed, scanned, or photocopied versions of the claim form will be rejected and cannot be processed. All claim forms must be completed in blue or black pen/biro. Pencil is not acceptable.
- Claims for payment must be on the correct payment claim form
- Only tuition that has been provided and pre-approved can be processed for payment on a date received basis. Parents/ Legal Guardian must ensure that they have received their formal written notification of approval for ISL tuition for the current school year before allowing the tutor to commence tuition.
- **Claims for payment in respect of ISL tuition provided will only be processed when submitted at the end of each and every month.**
- Precise details of the tuition provided must be provided by both parent and tutor in order for payment to be processed.
- Only the parent / legal Guardian of the child who has been pre- approved to receive the ISL tuition grant may seek payment of the educational grant.
- Please note that the use of Tippex or any other corrective products on this form will render the form invalid and will result in the form being returned to the parent / legal Guardian.
- The PPS Number of the student, the parent / legal Guardian and the approved tutor must be given before payment can issue
- Legal guardians are paid directly by this Department via Electronic Fund Transfer (EFT) into their own bank account. To comply with SI 383 of 2009, legal guardian must now supply both their bank identifier code (BIC) and their International Bank Account Number (IBAN) in order for payment to issue. These details are available from your bank. There is no other payment option available.
- The payment arrangements as a result of the provision of this ISL tuition is a matter between the legal guardian and the approved tutor. Tutors should sign part 2 of the claim form when the tuition has been completed. Additional copies of this claim form are available on the website of this Department at www.education.ie
- Parents/Guardians, teachers and tutors should note that, under existing legislation, financial details in respect of this scheme are forwarded annually to the Revenue Commissioners, as ISL tuition payments, which are issue on a gross basis, are reckonable for taxation purposes.
- Tutors / Teachers should contact their local Revenue office to advise them of these payments they receive from the parents.

Application for the payment of an Educational Grant for Irish Sign Language (ISL) for the 2016.17 school year where the tuition is provided by the parent / legal guardian

Form must be completed in Block Capitals except where signatures are required.

Name of Child: _____ PPSN of this Child: _____

Name of legal Guardian _____ PPSN of the legal Guardian : _____

Contact number of the legal Guardian: _____

Email address of the legal Guardian: _____

Tutor Name: _____ PPSN of Tutor: _____

Tutor's School Roll Number (if any) : _____

PART 1. CERTIFICATION BY THE LEGAL GUARDIAN

I, _____ (Legal Guardian) hereby certify that ISL tuition was given
to _____ (name of child) as outlined in the monthly Record of Tuition at,

(address at which tuition was given)
by _____ (name of tutor) during the period
____ / ____ / ____ to ____ / ____ / ____.

Signed : _____ Date : _____
Legal Guardian

Please ensure that the bank details provided are correct.

Full Name of Account: _____ (enter person's name on account)

Account Number:

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 Bank Sort Code:

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BIC of your bank : _____ (Available from your bank)

Your IBAN : _____ (Available from your bank)

Bank Name: _____

PART 2:

To be completed by both the parent/ legal Guardian and the approved tutor for tuition provided during the 2016.17 school year only.

This Monthly Record is in accordance with the official record, which I have maintained.

MONTHLY RECORD OF TUITION HOURS

CHILD'S NAME: _____

Dates	Hours per day	Hours per week
/ /		
/ /		
/ /		
/ /		
/ /		

Total amount of hours of tuition provided this month: _____

I hereby certify that the official record on which this Monthly Record is based has been accurately maintained and the tuition outlined above has been completed.

I know that this official record (Part 2) must be made available on demand by this Department and that failure to provide this record will result in the suspension of this educational grant aid.

NB This form must be submitted at the end of each and every month

Signed : _____ Date : _____
Legal Guardian

Signed : _____ Date : _____
Tutor.

For official use only: Supplier Number: _____

No of hours	Period	Rate per hour	Total
	_____ To _____	€	€
CO signature & date:			
Checked by :			