

Home Tuition Scheme 2016/2017 – Payments FAQ for Parents and Legal Guardians

Please note that this FAQ is for all the 2016/2017 Home Tuition Schemes operated by the Department and is intended as a guide to assist parents / legal guardians, as well as teachers / tutors, with answers to the majority of questions in relation to the payment of the grant. A separate payroll information note is available to approved tutors

Definition: Parent / Legal Guardian

For the purpose of this FAQ the term parent/legal guardian refers specifically to the parent or legal guardian who made and signed the initial application for home tuition and whom the official sanction letter issued.

For the purpose of queries with regard to home tuition the Department is limited to only engaging with the parent or legal guardian specified on the home tuition sanction letter.

Where both parents, or both legal guardians, wish to receive information in respect of home tuition for their child, they must ensure that both their names are listed on the Home Tuition application form submitted to the Department and also on the sanction letter issued by the Department approving both parents/ legal guardians to receive any information in relation to the claim for payment.

1. What type of tuition will the Department of Education & Skills pay for under this scheme?

The Department of Education & Skills, will only issue payment for approved tuition provided by a specifically named tutor to a specifically named child or student. Where siblings of the same family have been approved, a combined allocation may be awarded. Full details of the approved tuition is outlined in the sanction letter issued to the parents prior to when the tuition is due to start.

Tuition must be provided between Monday to Friday, 9am to 6pm only. Tuition provided on a Saturday or Sunday or on a bank or school holiday is not permitted. All tutors providing home tuition must be registered with the Teaching Council of Ireland for the entire duration of the approved tuition.

2. How is the Grant Aid Paid

Grants are paid directly to the approved home tutors via the Non-Teaching Staff Payroll (NTS payroll) of the Department. Under no circumstance should a parent/ legal guardian make any payment to any tutor for tuition provided under these schemes.

3. What do parents / legal guardians need to do once they receive a sanction letter from the Department to state that the tuition can commence.

Parents / Legal guardians must certify that the tuition listed on the payment claim form was actually provided by signing the payment claim form. Tutors are not Permitted to sign the payment claim form on your behalf.

There is no payment for travel or expenses incurred by the tutor. Parents/ Legal Guardians with their approved tutor(s) complete a Payment Claim Form at the end of each and every month after the tuition is completed and send the form to the Department.

4. What if I have more than one tutor?

Parents/ legal guardian who have approval to engage more than one tutor must complete a separate payment claim form (part 2 & 3) for each tutor who provides tuition and submit these forms to the Department at the end of each and every month in which tuition was provided.

5. I am not the legal guardian but am looking after the child/student?

Only the legal guardian in all cases may apply for and seek payment of the Home Tuition Grant Aid. In certain cases, the Child and Family Agency (TUSLA) are the legal guardians for children in their care.

6. If I want or need to change my approved tutor

If you need or wish to change the approved tutor you must contact the awarding section within the Department to obtain approval to do so before the new tutor starts to provide tuition. Any tuition provided to a tutor who has not been approved will not be paid by the Department. The addresses of the section which awarded you home tuition is on your approval letter.

7. Can I pay the tutor directly myself and claim the money back from the Department at a later date

Under **NO circumstance** should a parent/legal guardian pay their tutor for any tuition provided by them under this scheme. The Department will not refund any parent/ legal guardian for any payment issued by them for any reason to their tutor.

Other issues relating to the payment of Home Tuition grant:

Personal Public Service Number (PPS):

To comply with existing legislation, the PPS number of the legal guardian, the tutor(s) and student/child must be supplied to this Department.

Home Tuition Scheme 2016/2017 – Payments FAQ FOR APPROVED TUTORS

1. Introduction

The Department of Education & Skills, act as payroll agent only on behalf of the parent / legal guardian for the payment of the home tuition grant schemes.

2. Tutors engaged by TUSLA to provide tuition

Where a tutor is engaged by TUSLA to provide tuition to a child / student who are in the care of TUSLA, payment for this category of tuition will be made to you by TUSLA. The Department will issue payment direct to TUSLA upon receipt of a specific payment claim form

3. How is payment going to be made to tutors

Payment is made directly to approved tutors via the non -teaching staff (NTS) payroll of the Department and a separate payroll information note has been prepared for tutors outlining the payment requirements and details of the schemes. This can be accessed via the website of the Department
The rest of this FAQ will answer questions as to the operation of the schemes

4. Number of Hours of Tuition per week.

The total number of hours of tuition per week to be provided to the student is determined by the Department and listed in the approval letter issued to the parent/legal guardian.

Tutors should agree with the Parents / Legal guardian as to how these hours should be provided subject to the needs of the child and the following conditions:

- Home tuition can only be provided during Monday to Friday, 9-6pm
- The child/student can only receive a maximum of 5 hours home tuition per day
- The tutor can only work a maximum of 8.5 hours per day, (42.50 hrs per week)
- Bank holidays and set school breaks as outlined in the application form are not payable
- The weekly maximum number of hours cannot be exceeded in any one week for any reason and any unused hours cannot be carried forward to the following week. This means that if your child is sick or the tutor cannot attend then no payment may be claimed for that week

Tutors should clearly be aware that only tuition provided will be paid by the Department.

5. What is not paid by the Department?

The home tuition schemes only pays for actual tuition provided. It does not pay for:

- Any travel costs incurred by the tutor.
- Any expenses for any resources / equipment used in the provision of tuition.
- Any tuition offered but not availed of by the student for any reason.
- Any sick pay
- Any holiday pay.
- For any period in which tuition is not pre approved – Tutors should know the dates of tuition which are listed on the approval letter issued to the parent/legal guardian for which tuition is payable. Tuition provided for any period not pre approved by the Department will not be paid.

6. What are the rates of payment?

Tutors who are registered with and recognised by the Teaching Council of Ireland as qualified to teach in the sector in which the tuition is provided, will be paid the following gross rates from the start of the 2016.17 schemes:

Qualified Primary School Teachers	€ 34.95 gross per hour
Qualified Post Primary School Teachers	€ 41.01 gross per hour
Retired qualified teachers who are in receipt of a public service pension	€28.04 gross per hour (modified rate)

These rates may be subject to change during the scheme.

In order to be paid at the qualified rate you as a tutor must be registered as qualified at primary level to tutor a primary aged child and registered and qualified at post primary level to tutor a post primary aged child.

If you are registered by the Teaching Council but not qualified in the relevant educational sector, the modified rate of payment will be applied to the tuition provided.

7. Data Protection and Confidentiality

The Department of Education and Skills operate *a strict policy* on data protection in compliance with the existing Data Protection legislation.

Tutors will receive details of the payments issued to them but no details of the claims of the parents/ legal guardians.

No financial details will be disclosed to any 3rd party without full written consent having been supplied to the Department.

8. Tutors paid via the payroll of this Department for the Tuition provided.

Tutors providing tuition under any of the home tuition schemes must be fully registered with and recognised by the Teaching Council of Ireland as a teacher for the full duration of the 2016.17 home tuition schemes.

Where the registration of a teacher is not current or lapses for any reason, payment for tuition provided will not be paid by the Department. It is the responsibility of the tutor to ensure that their registration with the Teaching Council of Ireland is maintained as current for the full duration of the Schemes.

9. Completion of forms from the Department of Social Protection

Tutors whose earnings are as a result of home tuition only and who wish to claim payments from the Department of Social Protection for period which home tuition is not payable, such as School holidays, should be aware that as all home tutors are liable for PRSI at class “S “, this Department is not required to complete query forms from the Department of Social Protection. Home Tutors in any contact with the Department of Social Protection should inform their local office that they are home tutors paying PRSI at class “ S “ contribution and do not receive payment for any period where tuition is not provided.

Home Tutors who have earnings other than that of home tuition show forward any form from the Department of Social Protection to the payroll which issues their Salary (primary payroll for primary teachers: post primary payroll for post primary teachers)

10. What can delay my payment?

Every effort is made by the Department of Education & Skills to process the claim for payment as quickly and efficiently as possible usually within a 6 week period from date of receipt of a completed payment claim form.

There are a few items which can delay the issue of payment. These are:

- (A) Pre dated forms.
Payment claim forms signed and dated in advance cannot be processed.
In such cases payment will only issue, where possible, to the date which was signed by both parent and tutor
- (B) Use of Tippex or any other corrective fluids.
If a mistake is made on the payment claim form do not use corrective fluids.
Draw a line through the mistake and write the correct information next to the Mistake (initial the change).
Alternatively, download another claim form from the website and start again.
Claims with corrective fluid will be automatically returned to the parent/ legal guardian
- (C) Payment Claim forms received on the closing date of the next payroll.
This could arise where the number of payment claim forms is received is such that they cannot be all processed on the last day of processing for a specific payroll. Please see next question for further details.

11. When do I know when I will be getting paid?

Payment claim forms are to be forwarded to this Department at the end of each and every month in which tuition was provided. These payment claim forms are then processed and placed on the next available payroll which operates on a fortnightly basis. It is also important to note that the payroll closes eight full working days before the payment is due in order to the payments to be calculated and the funds sent to the individual bank accounts. The table below (updated for 2017), as listed on the payroll information note, should assist tutor in determining when the grant aid is paid

Column A	Column B	Column C	Column D	Column E
Payroll date Date payment is due	Closing date by which payment claim forms are to be received	First date by which payment is due to be received	Date payment will be made if The payment is not made by the first date.	Comment.
6 th Oct 2016	26 th Sept. 2016	6 th Oct 2016	20 th Oct 2016	Subject to receipt of the Number of claims on the Closing date (Col. B)
20 th Oct 2016	10 th Oct 2016	20 th Oct 2016	3 rd Nov 2016	
3 rd Nov 2016	24 th Oct 2016	3 rd Nov 2016	17 th Nov 2016	
17 th Nov 2016	7 th Nov 2016	17 th Nov 2016	1 st Dec 2016	
9 th Feb 2017	30 th Jan 2016	9 th Feb 2017	23 rd Feb 2017	
23 rd Feb 2017	13 th Feb 2017	23 rd Feb 2017	9 th Mar 2017	
9 th Mar 2017	23 rd Feb 2017	9 th Mar 2017	23 rd Mar 2017	

12. Caution – Signing the Payment claim form

The payment claim form MUST be signed by both the parent/ legal guardian and by the approved tutor. Self-certification by the tutor of the tuition provided is NOT permitted.

A parent/ legal guardian signing for themselves and for or on behalf of the tutor is not permitted.

An approved tutor signing the payment claim form for themselves and for or on behalf of the parent/ legal guardian is not permitted.

An approved tutor signing the payment claim form in the name of the parent is not permitted.

To ensure accuracy of the information submitted to the Department only payment claim forms signed by the appropriate individual are accepted.

The Department's standard policy for cases where a false declaration has been made is that for the payment to be withheld by the Department and the matter referred to An Garda Síochána and, if appropriate, the Teaching Council.

Any other questions?

Every effort has been made to ensure that as much information as possible is available to both the parent / legal guardian and the tutor/ teacher in order for the payment of the home tuition scheme to be made as quickly and smoothly as possible .

If however, you have a query which is not addressed here, you may contact the payment section of this Department by email to:

hometuition@education.gov.ie

All emails are replied to, where possible, within 48 working hours
or alternatively by phone at : (090) 648 / 3750- 3754- 3854- 3884- 3872