



## CLAIM FOR GRANT AID IN RESPECT OF PART-TIME TEACHING HOURS 2023-24

The completed claim form should be submitted to:  
Special Needs and Tuition Grants (SNTG), Schools Division Financial, Department of Education,  
Cornamaddy, Athlone, Co. Westmeath, N37 X659

**Contact Details:**    **Name:** \_\_\_\_\_  
                                  **Email:** \_\_\_\_\_  
                                  **Ph No:** \_\_\_\_\_

I, on behalf of the above company / organisation wish to claim payment of grant aid for the following period in accordance with the current approval and sanction issued by the Department of Education to this company/ organisation as outlined in the Service Level Agreement for the provision of part-time teaching.

Duration of claim : \_\_\_\_\_ to \_\_\_\_\_ (incl)

Number of weeks of tuition provided to date in the **2023/2024** school year: \_\_\_\_\_

Number of weeks of tuition currently being claimed for the above period: \_\_\_\_\_

### Certification by the Company/ Organisation

I, on behalf of \_\_\_\_\_ claim a payment of € \_\_\_\_\_ in respect of part time teaching hours provided during the above period and confirm that the company / organisation :

- (A) Operated in full accordance with the terms and conditions of the approval issued by the Department of Education and in accordance with the service level agreement which exists between this Organisation and the Department of Education.
- (B) Is fully tax compliant with the terms of section 95 of the 2014 Finance Act.
- (C) Is fully aware of and in full compliance with all employment and health & Safety legislation that is currently in place within this state with special reference to the Protection of Employees (Fixed Term Work) Act 2003 and the Protection of Employees (Part time Work) Act 2001.
- (D) Has a current satisfactory vetting declaration for each and every employees which was approved by the Garda Central Vetting Office. These vetting clearance certificates were obtained for each employee within the past two calendar years.
- (E) Provided teaching hours in the subjects and centres as listed overleaf:

**Details of the teachers who provided teaching hours and who are employees of this Organisation for whom payment is being sought**

<b>Number</b>	<b>Name</b>	<b>PPSN</b>	<b>*Reg Number</b>	<b>Centre</b>	<b>Hours worked</b>	<b>Subjects taught.</b>

(F) Has submitted correct and true information on this claim form.

(G) Will refund any grant aid issued which is found to be due to the Department of Education within seven (7) days from receiving such a request.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Role in Company / Organisation : \_\_\_\_\_

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Role in Company / Organisation : \_\_\_\_\_

**\*Reg Number (Registration Number)**

This registration number refers to the employees registration number with the Teaching Council of Ireland and must be included in the claim form. Where a registration number is not listed or is unable to be verified by the Department of Education, no payment will issue for that employee or centre and will not be retrospectively approved for payment. Teachers must ensure that the Teaching Council of Ireland has permission to display the educational and registration details of all employees for whom payment is being sought from the Department and have their registration maintained for the full duration of the tuition provided.

**Data Protection Privacy Statement**

*The Department of Education, 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 personal data provided may be exchanged with the Office of the Revenue Commissioners. The privacy notice outlining further information in relation to this form can be found at <https://www.gov.ie/en/organisation-information/data-protection/>. 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.gov.ie/en/organisation-information/data-protection/>. Details of this policy and privacy notice are also available in hard copy from the address above upon request.*