



2024/2025

# DEPARTMENT OF EDUCATION HOME TUITION GRANT SCHEME

**PAYMENT INFORMATION FOR  
PARENTS/LEGAL GUARDIANS AND  
TUTORS** (V1.2 – OCT. 2024)

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## 1. Introduction

The purpose of this home tuition grant scheme is to provide funding towards the provision of a compensatory educational service for children who, for a number of specific reasons, are unable to attend school. However, it should also be noted that the home tuition grant scheme is **not an alternative to a school placement** and is provided in very limited and specific circumstances.

The Department of Education acts as payroll agent only on behalf of the parent/legal guardian for the payment of the home tuition grant scheme. This does not establish or confer any contractual relationship between the tutor and the Department.

The Department will only issue payment for approved tuition provided by a specifically named tutor as per details outlined in the sanction letter. **The parent/legal guardian must inform the approved tutor(s) of the contents of the sanction letter including the terms and conditions in advance of the commencement of the tuition.**

Tutors are advised to familiarise themselves with the terms and conditions of the home tuition grant scheme which are outlined (as applicable) in the Department of Education circulars [0050/2024](#) (special education), [0061/2024](#) (maternity related absence), [0060/2024](#) (no school place), [0062/2024](#) (children in care) and the sanction letter.

## 2. Conditions for tuition provision

The following are the conditions related to the provision of tuition:

- Tuition must be provided from Monday to Friday inclusive, between the hours of 9am to 6pm only.
- Tuition must be provided on a one-to-one basis (exceptions may apply in the case of siblings) in the home of the student only.
- It is not permitted to provide tuition on bank holidays.
- In the case of **maternity related absences**, tuition can take place as required by the student. Tuition can be availed of during a week when the student is attending school and/or during weeks that the student is unable to attend school. Tuition under this scheme cannot take place at weekends or bank holidays.
- The student **can receive** a maximum of 5 hours tuition per day only.
- The tutor **can provide** a maximum of 8.5 hours tuition per day only.
- The number of hours sanctioned **cannot be exceeded for any reason**. Any unused hours **cannot be carried forward**. The parent/legal guardian **and** tutor must ensure that only completed sanctioned hours are claimed in each payment period. Unsanctioned or invalid hours will not be paid. **No notification will issue when this occurs**.
- The home tuition grant scheme only pays for tuition provided. It does **NOT** provide payment in respect of:
  1. Travel costs incurred by the tutor.
  2. Expenses for any resources/equipment/preparation used in the provision of the tuition.
  3. Tuition offered but not availed of by the student for any reason.
  4. Sick pay.
  5. Holiday pay.
  6. Any period in which tuition is not **pre-approved**.

### 3. Payment Arrangements

- The home tuition grant scheme payment for 2024/25 will issue over **twelve payment periods** (see Appendix A). Payments issue directly to the approved tutor via the Non-Teaching Staff (NTS) payroll operated by this Department. The payment will issue by electronic funds transfer (EFT) directly into the tutor's nominated account.
- Parents/legal guardians and tutors are asked to adhere to the payment periods and seek payment as directed. Claims for partial payment periods for an ongoing tuition sanction, i.e. where further hours of tuition were completed in that period but not claimed, will not be processed. **All completed hours in the stated date ranges must be claimed together.**
- Where payment for more than one payment period is received on the one form or on multiple forms at the same time, these claims will be processed last and **are not guaranteed to be processed in the pay run during which they were received.**
- In order for payment to issue, a payment claim form must be correctly completed and signed by both the applicant i.e., parent/legal guardian, and the tutor.
- Where tuition has ceased but the sanction has not expired, this should be noted on the payment claim form after the last date of tuition.
- Where payment is being claimed in respect of a maternity related absence, the form may be completed and signed by the student (aged 18 or over) if they are the person to whom sanction letter issued. The tutor must also sign.
- To meet the deadline for claiming payment for each period, the correctly completed forms should arrive in the Department on the Tuesday following or, in the case of a week with a bank holiday, the Wednesday following the end of the payment period. Payment claim forms can be downloaded from the Department's website at this link: [gov.ie](http://gov.ie) - [Home Tuition \(www.gov.ie\)](http://www.gov.ie). The payment claim forms have all payment periods clearly set out.
- Every effort will be made by the Department to process the claims for payment as quickly and efficiently as possible, usually within a **four-week period** from **date of receipt** of a **correctly completed claim form**. However, the following errors on forms may result in the claim form being returned to the parent/legal guardian and payment being delayed:
  1. Forms dated before the tuition was completed.
  2. Tippex or other corrective fluid has been used on the form.
  3. Incomplete forms or forms not completed as per instructions set out on page one of the payment claim form and further explained in this information notice.
  4. Failure to answer yes or no to Part A, question 5, regarding pension payments.
  5. Forms not being received **on or before** the deadline day (see Appendix A)

**NOTE:** It is **not permitted** for:

- The parent/legal guardian/student, where applicable, to sign the claim form for, or on behalf of, the tutor.
- The approved tutor to sign the claim form for or on behalf of the parent/legal guardian/student.
- For details on home tuition payment issue dates please see **Appendix A – Payment Dates**
- For details on non-payable days/weeks, please see **Appendix B – Non-Payable Dates.**

### Bank Details:

- The Department maintains details of **one bank account only for each tutor, regardless of whether they are on more than one payroll**. If the tutor has never received payment from the Department before or if the tutors bank account details previously held by the Department have changed, please complete the *Home Tuition Bank Details Form* available at the following link: [Bank Details Form](#)
- Tutors engaged by the **Child and Family Agency (TUSLA)** are **not paid** by the Department of Education. That home tuition grant is paid directly by this Department to TUSLA. Tutors engaged by TUSLA should contact TUSLA if they wish to establish the payment arrangements when they are enlisted by TUSLA to provide home tuition.

## 4. Rates of Payment

The rate payable to the tutor is that stated in the sanction letter issued to the parent/legal guardian. There are two bands of payment rates for the Home Tuition Grant Scheme. These are based on the qualifications of the tutor engaged by the parent/legal guardian. The rates are referred to as the standard rate and the modified rate.

The grant rates currently applicable are as follows:

### 4.1. Standard Home Tuition Grant Scheme Rate:

The following are the rates **per hour worked** applicable to teachers **registered with the Teaching Council** as a:

- a) **Qualified primary** teacher and who is tutoring a **primary** student:
  - **€48.23**: increased with effect from 1<sup>st</sup> June 2024
  - **€48.72**: increased with effect from 1<sup>st</sup> October 2024
- b) **Qualified post primary** teacher and who is tutoring a **post-primary** student:
  - **€53.02** increased with effect from 1<sup>st</sup> June 2024
  - **€53.55**: increased with effect from 1<sup>st</sup> October 2024

### 4.2 Modified Home Tuition Grant Scheme Rate:

The following categories of tutor will be paid at a modified rate of

- **€40.72** increased with effect from 1<sup>st</sup> June 2024
  - **€41.27**: increased with effect from 1<sup>st</sup> October 2024
- a) Teachers registered with the Teaching Council **in a different educational sector from that in which they are providing tuition.**
  - b) Teachers who are registered and qualified and who **are in receipt of payment of a public service pension.**

**NOTE:** These grant rates may be subject to alteration during the year and, consequently, the grant rate applied will correspond to the rate applicable for the period in which the tuition was conducted. Any queries in relation to the rates of pay sanctioned in individual cases should be directed to:

1. For special educational and medical needs applicants:

**Special Education Section, Department of Education, Cornamaddy, Athlone, Co. Westmeath.**

**E-mail: [special\\_education@education.gov.ie](mailto:special_education@education.gov.ie) Phone: (090) 648 4187.**

2. For no school place, maternity related tuition or children in care (TUSLA):

**Parents and Learners Unit, Department of Education, Cornamaddy, Athlone, Co. Westmeath.**

**E-mail: [hometuitionapprovals@education.gov.ie](mailto:hometuitionapprovals@education.gov.ie) Phone: (090) 648 4108**

## **5. Deductions made from tuition payments**

The statutory deductions PAYE, PRSI and USC are made at source via the Non-Teaching Staff Payroll operated by this Department.

### **5.1. PAYE**

A tutor engaged under the home tuition grant scheme who:

- a) is currently not in receipt of payment via a payroll operated by this Department, or
- b) is employed by an Education and Training Board in any position,

Should contact the Revenue Commissioners to obtain a Certificate of Tax Credits and standard rate cut-off point for their work under the home tuition grant scheme.

The Revenue Commissioners will require their Personal Public Service Number (P.P.S.N.), and the Employer Registration Number (for payroll purposes **only** for home tutors).

**Department of Education NTS Payroll Employer Registration number: 9599516K**

If for any reason, this Department does not have access to the tutor's Certificate of Tax Credits, payment will be taxed at the emergency rate and it will be the **tutor's responsibility** to apply for a tax refund from the Revenue Commissioners.

The Department of Education cannot alter tax details for any tutor and must act on instruction from the Revenue Commissioners.

### **5.2. USC**

The Universal Social Charge (USC) on gross income came into effect on 1<sup>st</sup> January 2011. Further information on the USC is available at: [Universal Social Charge \(USC\) \(revenue.ie\)](http://www.revenue.ie)

Tutor queries regarding tax or USC should be directed to the **Revenue Commissioners** only: [www.revenue.ie](http://www.revenue.ie)

### **5.3. PRSI**

PRSI is administered by the Department of Social Protection. Within the PRSI system, the Department of Social Protection has classified tutors liable for PRSI deductions at **class "S"**.

Tutor queries regarding PRSI should be directed to the Department of Social Protection only: [https://www.gov.ie/en/organisation/departments-of-social-protection/](https://www.gov.ie/en/organisation/departments/departments-of-social-protection/)

## **6. Overpayments**

### **Home Tuition Grant Scheme**

In the event of an overpayment of the home tuition grant, the overpayment will be recouped by the Department in consultation with the tutor. If the tutor is also in receipt of a salary or pension which is paid through a payroll operated by this Department, the overpayment will be recovered from that payment. As public monies are involved, the Department, where necessary, will recover the overpayment by legal means.

### **Other Salary Overpayments**

If an overpayment occurred while the tutor was previously employed as a teacher, SNA or other on a payroll operated by this Department, any outstanding overpayment will be recouped from other payments to the tutor in accordance with the terms of Circular Pay 15/04.

## 7. Employment Status

When a tutor agrees to provide tuition, the Department of Education **does not** become the tutor's employer. The Department is a **payroll agent** that acts on behalf of parents/legal guardians who have been sanctioned to receive funds under the home tuition grant scheme. It is a private arrangement between the parent/legal guardian and the tutor.

**No contractual relationship exists between the tutor and the Department.**

- Consequently, the Department cannot provide tutors with salary certificates, employment histories, references, or complete forms such as SUSI grant applications or those connected to claiming social welfare from the Department of Social Protection (DSP).
- When claiming benefits, tutors should inform the DSP that they are classed as **self-employed, and all PRSI deductions are taken under class S.**
- Tutors **do not qualify** for annual leave payments or incremental credit. Work completed under the home tuition scheme does not count towards pensionable service.

## 8. Undertakings and Record Maintenance

All tutors are obliged to read, understand and abide by the terms and conditions of the home tuition scheme, the rules regarding payment and the process for completing payment claim forms. In cooperation with parents/legal guardians, tutors are responsible for confirming all aspects of each sanction for each student they have agreed to tutor – hours sanctioned for each student per week, the period of that sanction, etc. **When claiming payment, both parties sign documentation that confirms that they have done so.**

- Queries regarding the specifics of an active payment claim **must be referred to the parent/legal guardian** that enlisted the tutor to provide tuition.
- **SNTG is not in a position to confirm the receipt of claims forms**, the details on claim forms or any other queries that should be managed between the tutor and parent/legal guardian.

All tutors are **responsible for maintaining their own records of hours sanctioned, hours claimed, etc.** in co-operation with parents/legal guardians. In exceptional circumstances copies of the payment claim forms will be posted to the parent/legal guardian **only**.

## 9. Contact Details

If you have any further queries on the **payment process** of the home tuition grant scheme please email your query to [htpayments@education.gov.ie](mailto:htpayments@education.gov.ie) or alternatively contact the Department at (090) 648 3996.

Queries regarding **sanction of grant aid** for those applying on **special educational or medical needs** grounds can be emailed to [special\\_education@education.gov.ie](mailto:special_education@education.gov.ie) or made by telephone to (090) 648 4187

Queries regarding sanction of **maternity related grant aid**, grant aid for **children without a school place** and those in the care of TUSLA can be emailed to [hometuitionapprovals@education.gov.ie](mailto:hometuitionapprovals@education.gov.ie) or made by telephone to (090) 648 4108.

## 10. Appendix A - Payment Dates

**NOTE: these dates are intended as a guideline only and may be subject to change for reasons such as:**

- earlier closing dates for payroll issues around bank holidays;
- earlier closing dates for payroll issues at Easter, Christmas and New Year.

Details of any such changes will be published on the Department's website as they become available. Parents/legal guardians and tutors are strongly advised to check the Department's website on a regular basis: [gov.ie](http://gov.ie) - Home Tuition ([www.gov.ie](http://www.gov.ie)).

Payment period	Date range	Weeks payable	Deadline	Lodged to bank accounts
1.	2 September – 20 September	3	24 September	10 October
2.	23 September – 18 October	4	22 October	7 November
3.	21 October – 15 November	3	19 November	5 December
4.	18 November – 29 November*	2	3 December	19 December
5.	2 December – 10 January	4	14 January	30 January
6.	13 January – 7 February	4	11 February	27 February
7.	10 February – 7 March	3	11 March	27 March
8.	10 March – 4 April	4	8 April	24 April
9.	7 April – 2 May	2	7 May	22 May
10.	6 May – 30 May	4	4 June	19 June
11.	3 June – 27 June	4	1 July	17 July
12. <b>(FINAL PAY RUN 2024/25)</b>	30 June – 25 July	4	29 July	14 August

Payment claim forms should be completed by the parent/legal guardian and tutor as soon as tuition is completed at the end of each payment period. To meet the deadline for claiming payment for each period, the correctly completed forms should arrive in the Department on the Tuesday following or, in the case of a week with a bank holiday, the Wednesday following the end of the payment period.

Correctly completed payment claim forms received on or before the deadline day will be processed for disbursement to tutors' bank accounts on the dates nominated above. Please note, that on rare occasions, issues with the banking system outside of the Department of Education's control may impact on the timing of delivery of payment.

Where the deadline date is not met, correctly completed payment claim forms will be entered into the next available pay run.

\* The final pay run before Christmas. Failure to submit correctly completed claim forms by this submission date will lead to payment being delayed until 30 January 2025.



## Appendix B - Non-Payable Dates

Dates in the 2024/25 school year for which home tuition **WILL NOT** be paid:

Month	Event	Dates (are inclusive)
October/November	Mid-Term Break	Monday 28/10/2024 to Friday 01/11/2024
December	Christmas Holidays	Monday 23/12/2024 to Friday 03/01/2025
February	Bank Holiday	Monday 03/02/2025
	Mid-Term Break	Monday 17/02/2025 to Friday 21/02/2025
March	Bank Holiday	Monday 17/03/2025
April	Easter Holidays	Monday 14/04/2025 to Friday 25/04/2025
May	Bank Holiday	Monday 05/05/2025
June	Bank Holiday	Monday 02/06/2025