

## 8. 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 for receipt of claim form	Expected lodgement date
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 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)
<b>October/November</b>	Mid-Term Break	Monday 28/10/2024 to Friday 01/11/2024
<b>December</b>	Christmas Holidays	Monday 23/12/2024 to Friday 04/01/2025
<b>February</b>	Bank Holiday	Monday 03/02/2025
	Mid-Term Break	Monday 17/02/2025 to Friday 21/02/2025
<b>March</b>	Bank Holiday	Monday 17/03/2025
<b>April</b>	Easter Holidays	Monday 14/04/2025 to Friday 25/04/2025
<b>May</b>	Bank Holiday	Monday 05/05/2025
<b>June</b>	Bank Holiday	Monday 02/06/2025