

## 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/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 for Home Tuition provided in month:	Date by which correctly completed Payment Claim Form must be received for payment to issue on Payroll Issue Date	Payroll Issue Date
September 2023	12/10/2023	26/10/2023
October 2023	09/11/2023	23/11/2023
November 2023	<b>30/11/2023*</b>	21/12/2023
December 2023	04/01/2023	18/01/2024
January 2024	01/02/2024	15/02/2024
February 2024	29/02/2024	14/03/2024
March 2024	28/03/2024	11/04/2024
April 2024	25/04/2024	09/05/2024
May 2024	06/06/2024	20/06/2024
June 2024	4/07/2024	18/07/2024
July 2024	01/08/2024	15/08/2024

Payment claim forms should be completed by the approved parent/legal guardian and the approved tutor when tuition is completed at the end of each calendar month. They should be submitted to the Department at the earliest opportunity. They are processed in date of receipt order.

Most payment claim forms received prior to 4 p.m. on any "Date by which correctly completed payment claim form must be received" will be processed for the next payroll issue date. For example, payment in respect of correctly completed forms received prior to 4 pm on 12/10/2023 will issue on 26/10/2023.

It is possible, however, depending on the time of year and the volume of claims received, that a payment claim form received **on** the "Date by which correctly completed payment claim form must be received" may not be processed for the above corresponding payroll issue date but will be paid at the earliest two weeks later.

\* The final pay run before Christmas. Failure to submit correctly-completed claim forms by this submission date will lead to payment being delayed until January 2024.

## 9. Appendix B - Non-Payable Dates

Dates in the 2023-2024 school year for which home tuition WILL NOT be paid

Month	Event	Dates (are inclusive)
October/November	Mid-Term Break	Monday 30/10/2023 to Friday 03/11/2023
December	Christmas Holidays	Monday 25/12/2023 to Friday 08/01/2024
February	Bank Holiday	Monday 05/02/2024
	Mid-Term Break	Monday 12/02/2024 to Friday 16/02/2024
March	Bank Holiday	Monday 18/03/2024
April	Easter Holidays	Monday 25/03/2024 to Friday 05/04/2024
May	Bank Holiday	Monday 06/05/2024
June	Bank Holiday	Monday 03/06/2024