



# MATERNITY RELATED ABSENCE HOME TUITION GRANT SCHEME PAYMENT CLAIM FORM HOME TUITION GRANT SCHEME – 2024/2025

TUTORS AND PARENTS/LEGAL GUARDIANS MUST READ THE [PAYMENT INFORMATION NOTICE](#) AVAILABLE ON THE HOME TUITION PAGE OF [WWW.GOV.IE](http://WWW.GOV.IE) BEFORE COMPLETING THIS FORM

## INSTRUCTIONS FOR COMPLETION AND RETURN OF THE CLAIM FORM

Please submit the full four-page form with **all** sections completed from **PART A** to **PART C**. Please do **not** complete in respect of months/hours already claimed.

Incorrectly completed forms will be returned for amendment to the **parent/legal guardian** that signed the original application seeking home tuition hours.

- Please use black or blue ball point pen and clear **BLOCK CAPITAL** letters.
- Corrective fluid such as Tippex must not be used.
- A separate claim form must be completed for each tutor.
- All claims for hours completed **must follow the deadlines** set out overleaf. Only sanctioned tuition hours completed during the payment period will be paid in the designated pay run.
- Under **no circumstances** are hours to be claimed for administration or preparatory work. Payable hours are **only** those dedicated to providing one-to-one tuition in the student's home.

The correctly completed claim form, signed by both the parent/legal guardian that signed the **original application seeking home tuition hours** and the tutor, should be posted to:

**Special Needs and Tuition Grants Section, Schools Division Financial, Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37 X659**

## PART A: CLAIM DETAILS FOR COMPLETED HOME TUITION HOURS

The following details **MUST** be the same as those on **most recent sanction letter** to the parent/legal guardian that signed the original application seeking home tuition hours.

### 1. Claim Details:

HT Ref: \_\_\_\_\_  
(Noted on the most recent sanction letter)

No. of tutors providing tuition: \_\_\_\_\_

### 2. Student Details:

Name: \_\_\_\_\_ P.P.S.N.: 

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### 3. Parent/Legal Guardian Details (the person that signed the original application seeking home tuition hours):

Name: \_\_\_\_\_ P.P.S.N.: 

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E-mail address: \_\_\_\_\_ Tel. no.: \_\_\_\_\_

### 4. Approved tutor details (a separate form must be used for each tutor):

Name: \_\_\_\_\_ P.P.S.N.: 

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E-mail address: \_\_\_\_\_ Tel. no.: \_\_\_\_\_

### 5. Public Service Pension:

Is the tutor currently receiving a payment from a public service pension? Yes/No: \_\_\_\_\_

**PART B: HOURS OF HOME TUITION COMPLETED WITH STUDENT**

Week No.	Pay Period Week commencing	Mon.	Tue.	Wed.	Thur.	Fri.	Weekly total	
		No. of home tuition hours completed	No. of home tuition hours completed	No. of home tuition hours completed	No. of home tuition hours completed	No. of home tuition hours completed		
1	02/09/2024	02	03	04	05	06		
2	09/09/2024	09	10	11	12	13		
3	16/09/2024	16	17	18	19	20		
1. For tuition hours from 02/09 to 20/9, submit claim form by 24/9. No dates later than 20/9 will be paid in this pay run.								
4	23/09/2024	23	24	25	26	27		
5	30/09/2024	30	01/10	02	03	04		
6	07/10/2024	07	08	09	10	11		
7	14/10/2024	14	15	16	17	18		
2. For tuition hours from 23/9 to 18/10, submit claim form by 22/10. No dates later than 18/10 will be paid in this pay run.								
8	21/10/2024	21	22	23	24	25		
9	28/10/2024	<b>MIDTERM BREAK</b>						
10	04/11/2024	04	05	06	07	08		
11	11/11/2024	11	12	13	14	15		
3. For tuition hours from 21/10 to 15/11, submit claim form by 19/11. No dates later than 15/11 will be paid in this pay run.								
12	18/11/2024	18	19	20	21	22		
13	25/11/2024	25	26	27	28	29		
4. For tuition hours from 18/11 to 29/11, submit claim form by 3/12. No dates later than 29/11 will be paid in this pay run.								
14	02/12/2024	02	03	04	05	06		
15	09/12/2024	09	10	11	12	13		
16	16/12/2024	16	17	18	19	20		
17	23/12/2024	<b>CHRISTMAS BREAK</b>						
18	30/12/2024							
19	06/01/2025	06	07	08	09	10		
5. For tuition hours from 2/12 to 10/1, submit claim form by 14/1. No dates later than 10/1 will be paid in this pay run.								
20	13/01/2025	13	14	15	16	17		
21	20/01/2025	20	21	22	23	24		
22	27/01/2025	27	28	29	30	31		
23	03/02/2025	<b>BANK HOLIDAY</b>	04	05	06	07		
6. For tuition hours from 13/1 to 7/2, submit claim form by 11/2. No dates later than 7/2 will be paid in this pay run.								

Week No.	Week commencing	Mon.	Tue.	Wed.	Thur.	Fri.	Weekly total	
		No. of home tuition hours completed	No. of home tuition hours completed	No. of home tuition hours completed	No. of home tuition hours completed	No. of home tuition hours completed		
24	10/02/2025	10	11	12	13	14		
25	17/02/2025	<b>MIDTERM BREAK</b>						
26	24/02/2025	24	25	26	27	28		
27	03/03/2025	03	04	05	06	07		
7. For tuition hours from 10/2 to 7/3, submit claim form by 11/3. No dates later than 7/3 will be paid in this pay run.								
28	10/03/2025	10	11	12	13	14		
29	17/03/2025	<b>BANK HOLIDAY</b>	18	19	20	21		
30	24/03/2025	24	25	26	27	28		
31	31/03/2025	31	01/04	02	03	04		
8. For tuition hours from 10/3 to 4/4, submit claim form by 8/4. No dates later than 4/4 will be paid in this pay run.								
32	07/04/2025	07	08	09	10	11		
33	14/04/2025	<b>EASTER BREAK</b>						
34	21/04/2025							
35	28/04/2025	28	29	30	01/05	02		
9. For tuition hours from 7/4 to 2/5 submit claim form by 7/5. No dates later than 2/5 will be paid in this pay run.								
36	05/05/2025	<b>BANK HOLIDAY</b>	06	07	08	09		
37	12/05/2025	12	13	14	15	16		
38	19/05/2025	19	20	21	22	23		
39	26/05/2025	26	27	28	29	30		
10. For tuition hours from 6/5 to 30/5, submit claim form by 4/6. No dates later than 30/5 will be paid in this pay run.								
40	02/06/2025	<b>BANK HOLIDAY</b>	03	04	05	06		
41	09/06/2025	09	10	11	12	13		
42	16/06/2025	16	17	18	19	20		
43	23/06/2025	23	24	25	26	27		
11. For tuition hours from 3/6 to 27/6, submit claim form by 1/7. No dates later than 27/6 will be paid in this pay run.								
44	30/06/2025	30	01/07	02	03	04		
45	07/07/2025	07	08	09	10	11		
46	14/07/2025	14	15	16	17	18		
47	21/07/2025	21	22	23	24	25		
12. For tuition hours from 30/6 to 25/7, submit claim form by 29/7. <b>Final pay run of 2024/25</b>								

FINAL TUITION DATE FOR 2024/25 ACADEMIC YEAR FOR HOME TUITION IS **25 JULY 2025**

FINAL SUBMISSION DATE FOR PAYMENT CLAIM FORMS FOR 2024/25 IS **29 JULY 2025**

FINAL PAY ISSUE DATE FOR 2024/25 IS **14 AUGUST 2025**

## PART C: DECLARATION BY BOTH PARENT/LEGAL GUARDIAN AND TUTOR

### IMPORTANT NOTES

- Original, handwritten signatures are **essential**.
- It is **not permissible** for the parent/legal guardian to sign this form on behalf of the tutor or vice-versa.
- Incorrectly completed forms will be returned to the parent/legal guardian **only**.
- Please consult the [Payment Information Notice](#) when queries arise concerning submission deadlines, payment dates and payment processes.

**NOTE:** The Department is **not the home tutor's** employer. It acts solely as a **payroll agent** on behalf of parents/legal guardians. Tutors are classed as **self-employed** and are responsible for their own record keeping. The Department will not confirm the details on payment claim forms once they are received. **Records of all details should be maintained by the tutor in co-operation with the parent/legal guardian.**

The Department of Education's policy in cases where a false declaration has been made for the purposes of claiming funds under this scheme, is that payment is withheld or recouped. All overpayments of grant funds will be managed in line with the provisions set out in the Department circular 0084/2015. Where necessary, such cases might lead to a referral to either/both An Garda Síochána and The Teaching Council.

In signing the declaration hereunder, we, the parent/legal guardian (i.e. the person that signed the original application seeking home tuition hours) and the approved tutor, confirm that the following statements are **accurate and truthful**:

- 1. I have read, understand and am in full compliance with the terms and conditions of the scheme;**
- 2. All of the information I have provided in this claim form is true and correct;**
- 3. Tuition did not commence until the tutor reviewed the Department's sanction letter and confirmed the hours granted per week, duration period of the sanction and the terms and conditions of the scheme.**

**NOTE:** The signatures on the **first claim submitted** in the 2024/25 academic year will be used to **verify all subsequent signatures**. Please ensure that the correct individuals sign and that the signatures are those most frequently used by the relevant parties.

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

Parent/Legal Guardian

(Must be the person that signed the original application seeking home tuition hours.)

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

Approved Tutor

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

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

**N.B.:** Tuition hours claimed must follow the payment periods and cannot come after the dates signed here.

#### Data Protection Privacy Statement

The Department of Education, as far as is 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 and the Department of Social Protection. The privacy notice outlining further information in relation to this form can be found at <https://www.gov.ie/en/collection/general-data-protection-regulation-gdpr-privacy-notice/#parents-and-children-including-pre-school-primary-and-post-primary-students>. 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/collection/general-data-protection-regulation-gdpr-privacy-notice/>. Details of this policy and privacy notice are also available in hard copy from the address above upon request.