



MATERNITY RELATED ABSENCE HOME TUITION GRANT SCHEME PAYMENT CLAIM FORM – 2023/2024

TUTORS AND PARENTS/LEGAL GUARDIANS MUST READ THE [PAYMENT INFORMATION NOTICE](#) AVAILABLE ON THE HOME TUITION PAGE OF 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.
- The claim form must be completed at the end of **the calendar month** in which completed tuition was provided. Only sanctioned tuition hours completed **on or before the latest date under the signatures in Part C** date will be paid.
- 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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4. Approved tutor details (a separate form must be used for each tutor):

Name: _____ P.P.S.N.:

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Email 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.	Week commencing	Mon.	Tue.	Wed.	Thur.	Fri.	Weekly total	
		Home tuition hours completed	Home tuition hours completed	Home tuition hours completed	Home tuition hours completed	Home tuition hours completed		
1	28/08/2023	28	29	30	31	01/09		
2	04/09/2023	04	05	06	07	08		
3	11/09/2023	11	12	13	14	15		
4	18/09/2023	18	19	20	21	22		
5	25/09/2023	25	26	27	28	29		
6	02/10/2023	02	03	04	05	06		
7	09/10/2023	09	10	11	12	13		
8	16/10/2023	16	17	18	19	20		
9	23/10/2023	23	24	25	26	27		
10	30/10/2023	MIDTERM BREAK						
11	06/11/2023	06	07	08	09	10		
12	13/11/2023	13	14	15	16	17		
13	20/11/2023	20	21	22	23	24		
14	27/11/2023	27	28	29	30	01/12		
15	04/12/2023	04	05	06	07	08		
16	11/12/2023	11	12	13	14	15		
17	18/12/2023	18	19	20	21	22		
18	25/12/2023	CHRISTMAS BREAK						
19	01/01/2024	CHRISTMAS BREAK						
20	08/01/2024	08	09	10	11	12		
21	15/01/2024	15	16	17	18	19		
22	22/01/2024	22	23	24	25	26		
23	29/01/2024	29	30	31	01/02	02		
24	05/02/2024	BANK HOLIDAY	06	07	08	09		

Week No.	Week commencing	Mon.	Tue.	Wed.	Thur.	Fri.	Weekly total	
		Home tuition hours completed	Home tuition hours completed	Home tuition hours completed	Home tuition hours completed	Home tuition hours completed		
25	12/02/2024	MIDTERM BREAK						
26	19/02/2024	19	20	21	22	23		
27	26/02/2024	26	27	28	29	01/3		
28	04/03/2024	04	05	06	07	08		
29	11/03/2024	11	12	13	14	15		
30	18/03/2024	BANK HOLIDAY	19	20	21	22		
31	25/03/2024	EASTER BREAK						
32	01/04/2024	EASTER BREAK						
33	08/04/2024	08	09	10	11	12		
34	15/04/2024	15	16	17	18	19		
35	22/04/2024	22	23	24	25	26		
36	29/04/2024	29	30	01/5	02	03		
37	06/05/2024	BANK HOLIDAY	07	08	09	10		
38	13/05/2024	13	14	15	16	17		
39	20/05/2024	20	21	22	23	24		
40	27/05/2024	27	28	29	30	31		
41	03/06/2024	BANK HOLIDAY	04/6	05	06	07		
42	10/06/2024	10	11	12	13	14		
43	17/06/2024	17	18	19	20	21		
44	24/06/2024	24	25	26	27	28		
45	01/07/2024	01/7	02	03	04	05		
46	08/07/2024	08	09	10	11	12		
47	15/07/2024	15	16	17	18	19		

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.
- It is **not permissible** for the tutor to sign this form on behalf of the parent/legal guardian.
- 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 is not in a position to confirm the details on payment claim forms once they are received. Records of all relevant details should be maintained by the tutor in cooperation 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. 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 and understand the terms and conditions of the scheme;**
- 2. I am in full compliance with all of the terms and conditions of the scheme;**
- 3. All of the information I have provided in this claim form is true and correct;**
- 4. 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.**

Signed: _____
Parent/Legal Guardian

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

Signed: _____
Approved Tutor

Date: _____

Date: _____

N.B.: Only approved tuition hours completed **on or before the latest above** date will be paid.

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-notices/#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-notices/>. Details of this policy and privacy notice are also available in hard copy from the address above upon request.