

IT IS IMPORTANT THAT TUTORS AND PARENTS/LEGAL GUARDIANS READ THE INFORMATION NOTE AVAILABLE AT THE LINK BELOW BEFORE COMPLETING THIS CLAIM FORM.

<http://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html>

INSTRUCTIONS FOR COMPLETION AND RETURN OF PAYMENT CLAIM FORM

ALL SECTIONS OF THIS FORM ARE TO BE COMPLETED IN CLEAR BLOCK CAPITAL LETTERS

IF TUITION WAS PROVIDED VIA DISTANCE LEARNING A BRIEF DESCRIPTION OUTLINING HOW TUITION WAS DELIVERD MUST BE PROVIDED.

CORRECTIVE FLUID SUCH AS TIPPEX ETC. MUST NOT BE USED ON THE FORM

A PAYMENT CLAIM FORM MUST BE COMPLETED IN RESPECT OF EACH TUTOR AT THE END OF EACH CALENDER MONTH IN WHICH THE TUITION WAS PROVIDED.

The Parent/Legal Guardian must sign this form and email it to

htpayments@education.gov.ie.

This email should be copied to the Tutor for whom the payment is being claimed.

Given the personal data included on the form Parents/legal Guardians are advised to ensure that:

- Only the relevant Tutor is copied on the email, and
- No one, other than the Tutor, has access to the email address to which the form is being copied.

If the Parent/Legal Guardian does not have access to email, the completed form signed by both parent/legal guardian and tutor may be posted to:

**Home Tuition Payments Section, Schools Division Financial,
Department of Education and Skills,
Cornamaddy, Athlone, Co. Westmeath, N37 X 659.**

**Note: As this page is for information purposes
it is not necessary to include this
when submitting the Payment Claim form.**

**HOME TUITION GRANT SCHEME
PAYMENT CLAIM FORM IN RESPECT OF HOME TUITION PROVIDED SEP TO DEC 2020**

HT Ref: _____ Number of Tutors providing Tuition: _____

Student's Name: _____ PPSN: _____

Parent/Legal Guardian details:

Name: _____ PPSN: _____

Email Address: _____ Tel No.: _____

Approved Tutor details (A payment claim form must be completed in respect of each tutor):

Name: _____ PPSN: _____

Email Address: _____ Tel No.: _____

Is tutor in receipt of a Public Service Pension: Yes/No: _____

Record of Home Tuition actually provided

Week No.	Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday	Total number of hours worked per week	
	(Monday)	No. of hours worked	No. of hours worked	No. of hours worked	No. of hours worked	No. of hours worked		
1	31 st Aug 2020							
2	7 th Sept 2020							
3	14 th Sept 2020							
4	21 st Sept 2020							
5	28 th Sept 2020							
6	5 th Oct 2020							
7	12 th Oct 2020							
8	19 th Oct 2020							
9	26 th Oct 2020	Mid-Term						
10	2 nd Nov 2020							
11	9 th Nov 2020							
12	16 th Nov 2020							
13	23 th Nov 2020							
14	30 th Nov 2020							
15	7 th Dec 2020							
16	14 th Dec 2020							
17	21 st Dec 2020	Christmas						

DECLARATION BY BOTH PARENT/LEGAL GUARDIAN AND TUTOR

We, the Parent/Legal Guardian and the approved Tutor of the above named Student, confirm that:

(Tick one box)

- We are in full compliance with all the terms and conditions of the scheme. Yes No
- All the information provided in this claim form is true and correct. Yes No
- Tuition did not commence until the tutor had sight of the Departments Sanction letter outlining the terms and conditions of the scheme. Yes No

If tuition was delivered via distance learning please provide a brief description here:

The Department’s standard policy in cases where a false declaration has been made for the purposes of claiming resources from the Department, is that payment is withheld by the Department and the matter may be referred to An Garda Síochána and, if appropriate, the Teaching Council.

Signed: _____
Parent/Legal Guardian

Signed: _____
Approved Tutor

Date: _____

Date: _____

This Payment Claim Form must be signed and dated after the tuition has been provided.

**It is not permissible for the Parent/Legal Guardian to sign this form on behalf of the tutor.
It is not permissible for the approved Tutor to sign this form on behalf of the Parent/Legal Guardian.**

Data Protection Privacy Statement

The Department of Education and Skills, as far as 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 Employment Affairs and Social Protection. The privacy notice outlining further information in relation to this form can be found at <https://www.education.ie/en/The-Department/Data-Protection/gdpr/> . 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.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the address above upon request.