



2023/2024

Department of Education Irish Sign Language Tuition Grant Scheme

**PAYMENT INFORMATION FOR
PARENTS/LEGAL GUARDIANS AND
IRISH SIGN LANGUAGE TUTORS**

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1. Introduction

The purpose of the Irish Sign Language tuition grant scheme is to provide funding for a weekly home tuition service whereby tutors visit the homes of deaf and hard of hearing pre-school children and school-going students to provide training in Irish Sign Language (ISL), both for these children and their families, including grandparents.

The Department of Education acts as payroll agent only on behalf of the parent/legal guardian for the payment for this ISL scheme. This does not establish or confer any contractual relationship between the tutor and the Department.

The Department will only issue payment for approved tuition provided by a specifically named tutor as per details outlined in the sanction letter. **The parent/legal guardian must inform the approved tutor(s) of the contents of the sanction letter including the terms and conditions in advance of the commencement of the tuition.**

Tutors are advised to familiarise themselves with the terms and conditions of the ISL tuition grant scheme which are outlined in [Irish Sign Language tuition application form](#) and the sanction letter.

2. Conditions

The following are the conditions related to the provision of tuition:

- Tuition can be provided seven days per week, including on bank holidays and school holidays.
- Tuition must be provided in the home of the student only.
- The student **can receive** a maximum of 5 hours tuition per day only during the months of July and August when some sanctions extend to 7.5 hours per week.
- Maximum hours per day/week for tutors in the months of July and August 2024 will be confirmed in early 2024.
- The weekly number of hours sanctioned **cannot be exceeded for any reason**. Any unused hours **cannot be carried forward**. The parent/legal guardian **and** tutor must ensure that only the sanctioned hours are claimed for each week at the end of each calendar month. Hours claimed over and above those sanctioned/allowable per week will not be paid.
- The ISL tuition grant scheme only pays for actual tuition provided. It does **NOT** provide payment in respect of:
 1. Travel costs incurred by the tutor.
 2. Expenses for any resources/equipment/preparation used in the provision of the tuition.
 3. Tuition offered but not availed of by the student for any reason.
 4. Sick pay.
 5. Holiday pay.
 6. Any period in which tuition is not pre-approved.

3. Payment Arrangements

- The ISL tuition grant scheme payment will be issued **on a monthly basis** to the approved tutor via the Non-Teaching Staff (NTS) payroll operated by this Department. The payment will issue by electronic funds transfer directly into the tutor's nominated account.
- In order for payment to issue, a payment claim form must be completed and signed by both the applicant i.e. parent/legal guardian and the tutor.

- The payment claim form should then be forwarded to this Department **at the end of each calendar month** in which tuition was provided. Payment claim forms can be downloaded from the Department's website at this link: <https://www.gov.ie/en/service/irish-sign-language-isl-tuition-scheme/>
- Every effort will be made by the Department to process the claims for payment as quickly and efficiently as possible, usually within a **four week period** from **date of receipt** of a **correctly completed claim form**. However, the following may result in the claim form being returned to the parent/legal guardian and payment being delayed:
 1. Forms dated before the tuition was completed.
 2. Tippex or other corrective fluid has been used on the form.
 3. Incomplete forms or forms not completed as per instructions included on page one of the form.

NOTE: It is **not permitted** for:

1. The parent/legal guardian/student, where applicable, to sign the claim form for, or on behalf of, the ISL tutor.
 2. The approved ISL tutor to sign the claim form for or on behalf of the parent/legal guardian/student.
- For details on home tuition payment dates please see **Appendix A – Payment Dates**

Bank Details:

- The Department maintains details of one bank account only for each tutor. If the tutor has never received payment from the Department before or if the tutors bank account details previously held by the Department have changed, please complete a "Tutor Bank Details Form" available at the following link: [ISL Tutor Bank Details Form](#)

4. Rate of Payment

The rate payable to the tutor is that stated in the sanction letter issued to the parent/legal guardian.

The grant rate currently applicable is as follows:

4.1. ISL Tuition Grant Scheme Rate for 2023-24:

The ISL tutor will be paid at a rate of **€38.05** per hour for September.

- increasing with effect from 1st October 2023 to **€39.08** per hour

NOTE: These grant rates may be subject to alteration during the year and, consequently, the grant rate applied will correspond to the rate applicable for the period in which the tuition was conducted.

Any further queries in relation to the rates of pay sanctioned in individual cases should be directed to: **Special Education Section, Department of Education, Cornamaddy, Athlone, Co. Westmeath. Phone: (090) 648 4187.**

5. Deductions made from tuition payments

Statutory deductions such as PAYE, PRSI and USC are made at source via the Non-Teaching Staff Payroll operated by this Department.

5.1. PAYE

A tutor engaged under the ISL tuition grant scheme who:

- a) is currently not in receipt of payment via a payroll operated by this Department, or
- b) is employed by an Education and Training Board in any position,

Should contact the Revenue Commissioners to obtain a Certificate of Tax Credits and Standard Rate Cut-Off Point for their work under the ISL Tuition Grant Scheme.

The Revenue Commissioners will require their Personal Public Service Number (P.P.S.N.), and the Employer Registration Number (for payroll purposes **only** for ISL tutors).

Department of Education Tax Registration number: 9599516K

If for any reason, this Department does not have access to the tutor's Certificate of Tax Credits, payment will be taxed at the emergency rate and it will be the tutor's responsibility to apply for a tax refund from the Revenue Commissioners.

The Department of Education cannot alter tax details for any tutor and must act on instruction from the Revenue Commissioners.

5.2. USC

The Universal Social Charge (USC) on gross income came into effect on 1st January 2011. Further information on the USC is available at: [Universal Social Charge \(USC\) \(revenue.ie\)](http://www.revenue.ie)

Tutor queries regarding tax or USC should be directed to the **Revenue Commissioners** only: www.revenue.ie

5.3. PRSI

PRSI is administered by the Department of Social Protection. Within the PRSI system, the Department of Social Protection has classified tutors liable for PRSI deductions at **class "S"**.

Tutor queries regarding PRSI should be directed to the **Department of Social Protection** only: www.welfare.ie

6. Overpayments

ISL Tuition Grant Scheme

In the event of an overpayment of the ISL tuition grant, the overpayment will be recouped by the Department in consultation with the tutor. If the tutor is also in receipt of a salary or pension which is paid through a payroll operated by this Department, the overpayment will be recovered from that payment. As public monies are involved, the Department, where necessary, will recover the overpayment by legal means.

Other Salary Overpayments

If an overpayment occurred while the tutor was previously employed as a teacher, SNA or other on a payroll operated by this Department, any outstanding overpayment will be recouped from other payments to the tutor in accordance with the terms of Circular Pay 15/04.

7. Contact Details

If you have any further queries on the **payment process** for the ISL tuition grant scheme please email your query to htpayments@education.gov.ie or alternatively contact the Department at (090) 648 3996.

For information regarding payslip details, copies, etc. contact NTSPayroll@education.gov.ie

Queries regarding **sanction of ISL grant aid** can be emailed to special_education@education.gov.ie or made by telephone to (090) 648 4187

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 ISL tutors are strongly advised to check the Department's website on a regular basis: <https://www.gov.ie/en/service/irish-sign-language-isl-tuition-scheme/>

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	30/11/2023*	21/12/2023
December 2023	04/01/2024	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.