

HOME TUITION GRANT SCHEME – PAYMENT CLAIM FORM – JAN - MAR 2021

IT IS IMPORTANT THAT TUTORS AND PARENTS/LEGAL GUARDIANS READ THE INFORMATION NOTE AVAILABLE AT THE LINK BELOW **BEFORE** COMPLETING THIS FORM
<http://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html>

INSTRUCTIONS FOR COMPLETION AND RETURN OF PAYMENT CLAIM FORM PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

1. ALL SECTIONS OF THIS FORM ARE TO BE COMPLETED IN CLEAR BLOCK CAPITAL LETTERS
2. IF TUITION WAS PROVIDED VIA DISTANCE LEARNING A BRIEF DESCRIPTION OUTLINING HOW TUITION WAS DELIVERD MUST BE PROVIDED.
3. CORRECTIVE FLUID SUCH AS TIPPEX ETC. MUST NOT BE USED ON THE FORM
4. 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.
5. THIS FORM MUST BE COMPLETED AND SIGNED BY THE TUTOR **AND** THE PARENT/LEGAL GUARDIAN.
6. **DURING LEVEL 5 RESTRICTIONS:**
WHERE IT MAY NOT BE POSSIBLE FOR THE TUTOR TO COMPLETE THE FORM IN THE PRESENCE OF THE PARENT/LEGAL GUARDIAN OR TO POST/FORWARD IT TO THEM, IT IS ACCEPTABLE, AS AN EXCEPTIONAL MEASURE, FOR THE TUTOR TO EMAIL THE COMPLETED FORM TO THE PARENT/LEGAL GUARDIAN.
7. THE PARENT/LEGAL GUARDIAN MUST THEN FORWARD THE COMPLETED FORM TO THE DEPARTMENT AND THE FOLLOWING ARE THE ARRANGEMENTS FOR RETURN OF THE COMPLETED FORM DURING THE PERIOD OF COVID 19 GOVERNMENT RESTRICTIONS:
 - BY EMAIL TO: htpayments@education.gov.ie, or
 - 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, Cornamaddy, Athlone, Co. Westmeath, N37 X 659.**
8. THE EMAIL SHOULD BE COPIED TO THE TUTOR FOR WHOM THE PAYMENT IS BEING CLAIMED. UNFORTUNATLY PAYMENT CLAIMS THAT HAVE NOT BEEN COPIED TO THE TUTOR CANNOT BE PROCESSED FOR PAYMENT.
9. THIS CLAIM FORM REQUESTS PERSONAL DATA, THEREFORE WHEN EMAILING THE COMPLETED FORM PARENTS/LEGAL GUARDIANS MUST ENSURE THAT:
 - A SEPARATE EMAIL IS SENT FOR EACH TUTOR
 - ONLY THE RELEVANT TUTOR IS COPIED ON THE EMAIL TO THE DEPARTMENT
 - NO ONE OTHER THAN THE TUTOR CONCERNED HAS ACCESS TO THE EMAIL ADDRESS TO WHICH THE CLAIM FORM IS BEING COPIED

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

HOME TUITION GRANT SCHEME**PAYMENT CLAIM FORM IN RESPECT OF HOME TUITION PROVIDED JAN to MAR 2021**

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		
19	4 th Jan 2021							
20	11 th Jan 2021							
21	18 th Jan 2021							
22	25 th Jan 2021							
23	1 st Feb 2021							
24	8 th Feb 2021							
25	15 th Feb 2021	MID-TERM						
26	22 nd Feb 2021							
27	1 st Mar 2021							
28	8 th Mar 2021							
29	15 th Mar 2021							
30	22 nd Mar 2021							
31	29 th Mar 2021	EASTER						

DECLARATION BY BOTH PARENT/LEGAL GUARDIAN AND TUTOR
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We, the Parent/Legal Guardian/Student 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. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| • All the information provided in this claim form is true and correct. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| • Tutor had sight of the Department's Sanction letter outlining the terms and conditions of the scheme before commencing tuition. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | 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.