**Home Teaching Services – Application for Fee**

**Teachers**:

* Must hold a valid NL teaching certificate.
* Will submit a Direct Deposit/Add Change Form to the Department of Education for direct deposit of earnings.
* Are reimbursed at the rate of $25.00 per hour, with a maximum of 10 hours ($250) per month.
* Will submit an Application for Fee form to the school administrator at the end of each month worked.
* Will verify the number of hours and timeframe approved for the student with the parent/guardian; EDU will reimburse only for the hours approved. Please note that the maximum number of hours per student per school year is 30 hours.

**General Information:**

Student Name: Click or tap here to enter text. School Name: Click or tap here to enter text.

Home Teacher: Click or tap here to enter text. Home Teacher DOB: Click or tap to enter a date.

Teaching Certificate Level: Choose an item.

Email Address: Click or tap here to enter text. Phone number: Click or tap here to enter text.

Mailing Address (include postal code): Click or tap here to enter text.

The following information is required for Payroll and Employment Insurance purposes.
**Hours Worked:** Month: Click or tap here to enter text. Year: Click or tap here to enter text. Total Home Teaching Hours for Month: Choose an item.

Please complete the table below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Weekly Total** |
| Date | # of hours | Date | # of hours | Date | # of hours | Date | # of hours | Date | # of hours | Date | # of hours | Date | # of hours |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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 **Signatures:** This is to certify that Home Teaching Services were provided as outlined above.

Home Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

Parent/Guardian &/or Student (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: Click or tap to enter a date.

Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

 **Submit Completed Form:**

Scan & email: HomeTeaching@gov.nl.ca Fax: 709-729-1400
Mail: Home Teaching, Student Services
 Department of Education
 P.O. Box 8700, St. John’s NL A1B 4J6

 **To request a Record of Employment, please contact Payroll Division at** **payroll@gov.nl.ca**