

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: _____ School Name: _____
 Home Teacher: _____ Home Teacher DOB: _____
 Teaching Certificate Level: _____
 Email Address: _____ Phone number: _____
 Mailing Address (include postal code): _____

The following information is required for Payroll and Employment Insurance purposes.

Hours Worked: Month: _____ Year: _____
 Total Home Teaching Hours for Month: _____

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	

Signatures: This is to certify that Home Teaching Services were provided as outlined above.

Home Teacher: _____ Date: _____
 Parent/Guardian &/or Student (if applicable): _____ Date: _____
 Administrator: _____ 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