



# Tutoring support

## Defence Member and Family Support



**Defence Member and Family Support assists with the cost of tutoring to help overcome immediate educational difficulties experienced by Defence children who change schools due to posting.**

**Defence may reimburse fees for tutoring to help your child meet the academic standards at their new school, following posting to a new location in Australia.**

### TUTORING ENTITLEMENTS

You may be entitled to tutoring to be completed within 18 months of your child starting school in the new posting location.

**Face-to-face tutoring** may occur in person or over video calling services.

- one hour per week per subject, for 14 weeks, for a subject previously studied
- one hour per week per subject, for 26 weeks, for a subject not previously studied
- one hour per week per subject, for one school year, for a subject critical to the career aims of a child in years 10, 11 or 12, where that subject was previously studied, but is not offered at the new school
- an extension of tuition for an additional 14 weeks at one hour per week per subject, where the original 14 weeks has been insufficient to achieve an acceptable academic standard (to be completed within the original 18-month period).

**Web-based tutoring** is an alternative, particularly when face-to-face tutors are

difficult to find in a posting location. This includes subscriptions for online learning programs. It does not include computer software, hardware or internet costs.

Requests to extend eligibility periods will be considered on a case by case basis.

### TUTOR QUALIFICATIONS

Tutoring must be provided by a qualified person or accredited organisation. You are in the best position to determine if a tutor is suitable for your child. To meet financial regulations and enable you to be reimbursed for expenses, the tutor must hold an ABN.

### SHORTER AND MAKE-UP SESSIONS

Tuition is approved on the basis of one hour per week per subject. It is not possible to 'bank' unused time. Any time not used from the maximum one hour per week is forfeited. However, your child can receive two 30-minute sessions each week for the same subject.

You have 18 months from the time your child commenced at their new school to complete tuition and it is not necessary to complete all sessions in a series of consecutive weeks.



This allows time for school holidays, your child or tutor not being able to attend an agreed session, and children to spread their tuition load across several subjects.

### ELIGIBILITY REQUIREMENTS

To receive tutoring support for your child, **all** the following criteria must be met:

- ADF member is granted a removal to a new posting location
- you have a school-aged child changing school to a new location
- your child is under 20 years old and normally lives with the member or adult dependent
- your child attends a registered primary or secondary school full-time and is not repeating a school year to improve their results
- the principal or teacher at the new school certifies that your child has not reached, or is unlikely to maintain, a sufficient standard in a subject as a result of relocation
- the new school cannot provide the required tutoring.

### HOW TO APPLY

Members are encouraged to complete the application form before tutoring commences.

For an initial period of tuition, you will need to complete application form *AD301: Application for Education Assistance – school students* at the gaining location for consideration by DMFS delegate.

If circumstances require an additional period of tuition, or other special circumstances apply, you will need to complete application form *AD301-1: Application for Education Assistance – school students* at the gaining location for discretionary approval by DMFS delegate.

The application forms are available on the Defence internal webforms system or by calling the all-hours Defence Member and Family Helpline on 1800 624 608. You can also request a form by emailing [education.supportprograms@defence.gov.au](mailto:education.supportprograms@defence.gov.au).

### REIMBURSEMENT

You are expected to pay the tutor directly, then provide proof of payment for reimbursement.

Payment by Defence directly to the tutor is limited to members who are absent for Service reasons, making it impractical to apply for reimbursement.

Chapter 8, Part 4, Division 2 of [PACMAN](#) sets out the maximum reimbursement amount for tuition.

You may seek reimbursement as often as necessary to reduce the financial burden of the cost of tuition.

Acceptable invoices must be addressed to you and include the following information:

- service provider's name and ABN
- date the invoice was issued
- service provided (subject, date of tuition, duration of session)
- hourly rate and GST payable.

Proof of payment must be in the form of a receipt clearly showing the account has been paid.

### MORE INFORMATION

Members and their families are encouraged to read Chapter 8, Part 4, Division 1 and 2 of [PACMAN](#) on the Defence website for more information about education assistance.

Defence Member and Family Support offers a wide range of support services to ADF members and their families.

For more information on this factsheet and other DMFS services visit our website or contact the all-hours Defence Member and Family Helpline.



1800 624 608



[memberandfamilyhelpline@defence.gov.au](mailto:memberandfamilyhelpline@defence.gov.au)



[defence.gov.au/members-families](http://defence.gov.au/members-families)



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