



Education assistance – tutoring support

Defence Community Organisation

Defence Community Organisation 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.

To apply for tutoring support you will be required to provide appropriate supporting evidence as detailed in the application forms *AD301* and *AD301.1 Application for Education Assistance – School Students at the Gaining Location*.

TUITION ENTITLEMENTS

You may be entitled to the following face-to-face tuition, to be completed within 18 months of your child starting school in the new posting location:

- one hour per week per subject, for 14 weeks, for a subject previously studied
- one hour per week per subject, for six months, 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 Year 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 one hour per week per subject, for up to 14 weeks, where the original period has been insufficient to achieve an acceptable academic standard (to be completed within the original 18-month period).

The definition of a week is considered to be Monday to Sunday.

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 tuition expenses, that person must hold an ABN.

WHAT KIND OF TUTORING CAN BE REIMBURSED?

Face-to-face tutoring may occur in person or over Skype or Zoom.

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.

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 for 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.

REIMBURSEMENTS

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 away for Service reasons, making it impractical to apply for reimbursement.

[Defence Pay and Conditions Manual \(PACMAN\)](#) Chapter 8, Part 4, Division 2 sets out the maximum reimbursement amount for tuition.

FREQUENCY OF REIMBURSEMENTS

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

INVOICES AND PROOF OF PAYMENT

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

- the service provider's name and ABN
- the date the invoice was issued
- the service provided (the subject tutored, date of tuition, duration of session)
- hourly rate and GST payable
- proof of payment in the form of receipts matching the invoice or bank statements, showing the movement of funds from your account to the service provider's.

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 DCO 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 (Discretionary approval by DCO Delegate).

The application forms are available on the Defence internal webforms system or by calling the all-hours Defence Family Helpline on 1800 624 608. You can also request a form by emailing

education.supportprograms@defence.gov.au

MORE INFORMATION

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

Defence Community Organisation offers a wide range of support services to ADF members and their families.

For more information on education assistance, email education.supportprograms@defence.gov.au

For more information on Defence Community Organisation support services visit www.defence.gov.au/dco or call the all-hours Defence Family Helpline on 1800 624 608.

