

**Instructions**

A school can use this form to detail the hours of approved education support services provided by tutors to assist a TAC client.

# SECTION 1

## account DETAILS

|  |  |
| --- | --- |
| Student name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Claim number |  |  |  |

|  |  |
| --- | --- |
| School name |  |

|  |  |
| --- | --- |
| School contact person |  |

|  |  |
| --- | --- |
| Tutor name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Tutor telephone number |  | Tutor email address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Approval expiry date | / / |  |  |

|  |  |
| --- | --- |
| TAC coordinator |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Hours/week approved |  | **Agreed hourly reimbursement rate** | $ |

# SECTION 2

## services provided

| Date | Number of  services | Date | Number of services | Date | Number of services |
| --- | --- | --- | --- | --- | --- |
| / / |  | / / |  | / / |  |
| / / |  | / / |  | / / |  |
| / / |  | / / |  | / / |  |
| / / |  | / / |  | / / |  |
| / / |  | / / |  | / / |  |
| / / |  | / / |  | / / |  |
| / / |  | / / |  | / / |  |
| Sub total |  | Sub total |  | Sub total |  |
| **Total number  of services** |  | **Hourly rate** | $ | **Total costs** | $ |

# SECTION 3

## school authorisation

|  |  |
| --- | --- |
| Tutor name, address,  email and phone number  (Type details or insert image of  practice stamp) |  |

|  |  |
| --- | --- |
| Signature  Insert image (jpg/png) of signature.  (Or print, sign and scan the form) | A white square with a blue border  Description automatically generated |

Icon

Description automatically generated

|  |  |
| --- | --- |
| Print name |  |

|  |  |
| --- | --- |
| Date | / / |

**Icon

Description automatically generated**

**Submitting this form**

Email your completed form to the TAC claims manager or to [info@tac.vic.gov.au](mailto:info@tac.vic.gov.au) with the client’s TAC claim number in the subject line. Please ensure all sections are complete and attach any supporting documentation.

## Privacy

The TAC will retain the information provided and may use or disclose it to make further inquiries to assist in the ongoing management of the claim or any claim for common law damages. The TAC may also be required by law   
to disclose this information. Without this information, the TAC may be unable to determine entitlements or assess whether the treatment is reasonable and may not be able to approve further benefits and treatment. If you require further information about our privacy policy, please call the TAC on 1300 654 329 or visit our website at [www.tac.vic.gov.au](http://www.tac.vic.gov.au)

## OFFICE USE ONLY

|  |  |  |
| --- | --- | --- |
| Code | Description | Amount payable |
| ED0005 | Tutoring services |  |