



TUTOR CLAIM FORM

- This form is to be completed by Tutors engaged under the Aboriginal Tutorial Assistance Scheme (ATAS).
- A separate claim form must be used for each separate contract (please refer to the contract number provided).
- Payments can only be made for dates within the approved contract period.
- Payment(s) will not be made for those hours outside the weekly approved hours.
- Incorrect or incomplete forms will be returned.

Tutor Details	Tutor ID	Contract No.
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Surname:	First Name:	Middle Name:
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Address:	State:	Postcode
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Contact Number(s)

Subject(s) covered by this Contract	No.	Student(s)

Claims Details - * match above subject numbers in column below.

No.	Date of Tuition	Duration of Tuition		Number of hours and minutes		Student(s) Name	Student(s) Signature
		from	to	Hrs	Mins		
Total hours and minutes claimed							

Is this your final claim for this contract?

Yes No

DECLARATION

- I declare that the information provided above is in accordance with the contract being claimed.

Signature:	Date:
<div style="border:1px solid black; height:20px; width:100%;"></div>	<div style="border:1px solid black; height:20px; width:100%;"></div>

HUMAN RESOURCES USE	
Checked:	Date:

OFFICE USE ONLY

Code	<div style="border:1px solid black; width:100%; height:15px;"></div>
Acc't Code	<div style="border:1px solid black; width:100%; height:15px;"></div>
Rate/Hr	<div style="border:1px solid black; width:100%; height:15px;"></div>

Payment Calculations

Hours	<div style="border:1px solid black; width:100%; height:15px;"></div>
Total	<div style="border:1px solid black; width:100%; height:15px;"></div>

Printed Name of Delegate:
Signature:
Date: