



# Education Assistance for children - tutoring

## Defence Community Organisation

**The education of a member's child may be disrupted if the child changes school due to posting in Australia. The intent of tutoring services is to help the child meet the academic standards of the new school.**

### WHAT'S AVAILABLE

To overcome immediate difficulties as a result of posting, reimbursement for the cost of face-to-face and web-based tutoring is available, where the child requires tutoring that the school cannot provide.

### ELIGIBILITY

- The member is granted a removal to a new posting location.
- The member has a child changing school to the gaining location.
- The child is under 20 years old.
- The child normally lives with the member or adult dependant.
- The child requires tutoring that the school cannot provide.
- The child is not repeating a school year to improve results.
- The Principal or the child's teacher at the new school certifies that the child has not reached, or is unlikely to maintain, a sufficient standard in a subject.
- The child attends a registered primary or secondary school full-time.

### FACE-TO-FACE TUTORING

A member who buys face-to-face tutoring for their child:

- may be reimbursed for one hour of tutoring a week for each subject.
- reimbursement must be no more than \$96 an hour

### WEB-BASED TUTORING

- A member may be reimbursed for the cost of a subscription to a web-based tutoring service that the member chooses.
- Please refer to the calculation table over page (Ref: PACMAN 8.4.11)



### Calculation

Step	Action
1.	Find the maximum limit for the child and the certified subject in the table in subsection 6.
2.	Find the number of subjects that meet both these requirements. a. The subject was certified by the child's new school under paragraph 8.4.9.c. b. The child is provided with online tuition on the subject. <b>See:</b> Section 8.4.9, Member this Division applies to
3.	Multiply the outcome of Step 1 by the outcome of Step 2.
4.	Find the amount paid to the member for any face-to-face tutoring under section 8.4.10. <b>See:</b> Section 8.4.10, Face-to-face tutoring
5.	Subtract the outcome of Step 4 from the outcome of Step 3.
6.	The outcome of Step 5 is the limit that may be reimbursed for web-based tutoring.

### CONDITIONS FOR REIMBURSEMENT

For the member to be reimbursed their costs, the tutoring service must be provided:

- within 18 months of the child starting study at the new school
- by a qualified person or accredited organisation
- reimbursement will be undertaken following receipt of correctly rendered invoices.

### MORE INFORMATION

You are encouraged to read Chapter 8, Part 4, Division 2 of the ADF Pay and Conditions Manual (PACMAN) on the Department of Defence website at <http://www.defence.gov.au/PayAndConditions/ADF/Whats-new.asp>.

If you have any questions after reading PACMAN, contact the all-hours Defence Family Helpline on 1800 624 608 or email [defencefamilyhelpline@defence.gov.au](mailto:defencefamilyhelpline@defence.gov.au).

