

# Site Coordinator Pay Claim Form

to be forwarded within 20 working days at end of placement period

Placement period: \_\_\_\_\_ to \_\_\_\_\_

## 1 Personal Details

Claimant's Surname \_\_\_\_\_  
 First Name \_\_\_\_\_ D.o.B. \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Email \_\_\_\_\_

## 2 School Details

Name of School \_\_\_\_\_  
 School Address \_\_\_\_\_  
 \_\_\_\_\_  
 Site Coordinator's Name \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Site Coordinator's Email \_\_\_\_\_

## 3 Claim Details (IMPORTANT: see the information sheet for guidelines on the completion of this form)

Course Code	No. of Days	No. of Pre-Service Teachers	Coordination % (1 = 100%; 0.5 = 50%)

Placement Coordination				Total Placement
<i>UQ Use Only</i> Total No of Coordinated days	<i>UQ Use Only</i> \$1.52/student/day (PRACTC)			<i>UQ Use Only</i>

## 4 Banking Details

Name of Bank		BSB Number	
Account Name		Account Number	

## 5 Certification

### Site Coordinator:

I certify that the necessary verifications have been carried out to ensure that this claim is correct. *Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

## 6 Return forms to: [pracpayclaims@uq.edu.au](mailto:pracpayclaims@uq.edu.au)

Direct payment enquiries to: 07 3365 6550  
 Please note: Payment may take 4-6 weeks to process upon receipt.

## 7 Tax File Number Declaration forms

Complete the 'Tax File Number Declaration' form and return with this form to the email above.

### UQ Use Only

Aurion No:	Employee No:	Date Processed:	Date Approved:
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