

# Guidance Officer Pay Claim Form

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

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

<p><b>1 Personal Details</b></p> <p>Claimant's Surname _____</p> <p>First Name _____ D.o.B. _____</p> <p>Home Address _____</p> <p>_____</p> <p>Phone No. _____</p> <p>Email _____</p>	<p><b>2 School Details</b></p> <p>Name of School _____</p> <p>School Address _____</p> <p>_____</p> <p>_____</p>
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**3 Claim Details - Practicum in Guidance, Counselling & Careers**

Course Code	Number of Hours Supervision	Name of Student				
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;">MEd Studies Student Supervision</td> </tr> <tr> <td style="width: 50%; text-align: center; padding: 5px;"><i>UQ Use Only</i> Total No of Hours</td> <td style="width: 50%; text-align: center; padding: 5px;"><i>UQ Use Only</i> \$7.46 p/hr (WORK17) (PTED01)</td> </tr> </table>	MEd Studies Student Supervision		<i>UQ Use Only</i> Total No of Hours	<i>UQ Use Only</i> \$7.46 p/hr (WORK17) (PTED01)		
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**4 Banking Details** **PLEASE NOTE:** From 2022 as part of the PEPA Agreement with the Department of Education, payments are only permitted to be made to individual supervising Guidance Officer bank accounts and are not permitted to be paid to 'general' school accounts

Name of Bank		BSB Number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>												
Account Name		Account Number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>												

**5 Certification**

**Guidance Officer:**

I certify that the above details are 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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