

Guidance Officer Pay Claim Form

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

<p>1 Personal Details</p> <p>Claimant's Name _____</p> <p>D.o.B _____</p> <p>Home Address _____</p> <p>_____</p> <p>Phone No. _____</p> <p>Email _____</p>	<p>2 School Details</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%; padding: 5px;"><i>UQ Use Only</i> Total No of Hours</td> <td style="width: 50%; 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> </tr> </table>										

5 Certification

Guidance Officer:

I certify that the above details are correct. *Signature* _____ *Date* _____

6 Tax File Number Declaration forms

Complete the '[Tax File Number Declaration](#)' form and submit with this form to the email address below.

7 Return forms to: pracpayclaims@uq.edu.au

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

<i>UQ Use Only</i>			
<i>Aurion No:</i>	<i>Employee No:</i>	<i>Date Processed:</i>	<i>Date Approved:</i>