

# 2025 Supervising Teacher 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 \_\_\_\_\_

## 3 Claim Details: FOR SUPERVISED PLACEMENTS FROM JANUARY 2025 ONLY - (days will be auto-calculated based on Course Code)

Course Code	No. of Days	No. of Pre-Service Teacher/s	Name/s of Pre-Service Teachers Supervised	Supervision %
*TTT = Turn To Teaching courses				(1 = 100%; 0.5 = 50%)

## Pre-Service Teacher Supervision

UQ Use Only	UQ Use Only
Total No of hours	\$7.73/hr (WORK17) (PTED01)

## 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 teacher bank accounts and are not permitted to be paid to 'general' school accounts

Name of Bank	BSB Number	
Account Name	Account Number	

## 5 Certification

### Supervising Teacher:

I certify that the above details are correct. Signature \_\_\_\_\_ Date \_\_\_\_\_

## 6 Tax File Number Declaration forms

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

## 7 Return all 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.

### UQ Use Only

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