

2025 SECONDARY School Coordinator Pay Claim Form

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

Semester

Year

1 Personal Details

Claimants Name _____

D.o.B _____

Home Address _____

Phone No. _____

Email _____

2 School Details

Name of School _____

School Address _____

3 Total No. of SECONDARY Pre-Service Teachers - enter number of coordinated students beside each course (days will be auto-calculated).

Total No. of PEx Days
(auto-calculated)

Coordination %
(1 = 100%; 0.5 = 50%)

4 Banking Details

Name of Bank

BSB Number

Account Name

Account Number

5 Certification

School Coordinator:

I certify that the necessary verifications have been

carried out to ensure that this claim is correct. *Signature* _____ *Date* _____

6 Tax File Number Declaration form

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

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

Direct payment enquiries to: 07 3365 6550

Please note: Payment may take 6-8 weeks to process upon receipt.

UQ Use Only

Aurion No:

Employee No:

Date Processed:

Date Approved: