

2025 PRIMARY 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 PRIMARY 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: