

# Guidance Officer Pay Claim Form

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

**1 Personal Details**

Claimant's Name \_\_\_\_\_

D.o.B \_\_\_\_\_

Home Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Email \_\_\_\_\_

**2 School Details**

Name of School \_\_\_\_\_

School Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3 Claim Details - Practicum in Guidance, Counselling & Careers**

Course Code

Number of Hours Supervision

Name of Student

MEd Studies Student Supervision

**UQ Use Only**  
Total No of Hours**UQ Use Only**  
\$7.73 p/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 Guidance Officer bank accounts and are not permitted to be paid to 'general' school accounts

Name of Bank		BSB Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Name		Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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](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: