

2025 Supervising Teacher Pay Claim Form

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

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 Placement Dates: From _____ To _____
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4 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 %
<small>*TTT = Turn To Teaching courses</small>				
_____	_____	_____	_____	_____

Pre-Service Teacher Supervision

UQ Use Only
 Total No of
hours

UQ Use Only
\$7.73/hr
(WORK17) (PTED01)

5 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

6 Certification:

Supervising Teacher:

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

7 Tax File Number Declaration forms:

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

8 Return all 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.

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