

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	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
Account Name		Account Number	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

5 Certification**Guidance Officer:**

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

6 Tax File Number Declaration formsComplete the '[Tax File Number Declaration](#)' form and submit with this form to the email address below.**7 Return 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.**UQ Use Only**

Aurion No:

Employee No:

Date Processed:

Date Approved: