



Site Coordinator Payment Claim Form

Please return ASAP for Prompt Payment

Site Coordinator's name:	
School/Placement Site:	

The cohort(s) you are claiming for - Please ✓

- A 'Cohort' consists of one or more students for a placement listed below
- Please refer to the Placement Name on the front of the Information & Guidelines Booklet if uncertain

Bachelor of Education (Primary / Early Childhood / Secondary)

- Professional Practice 1 Professional Practice 2 Professional Practice 3
- Professional Practice 4 Professional Practice 5 – Internship (NOT paid in Queensland)

Graduate Diploma of Learning and Teaching (Secondary)

- EPL Stage 1 EPL Stage 2 Internship (NOT paid in Queensland)

Master of Teaching (Primary / Secondary)

- Professional Praxis 1 Professional Praxis 2 Professional Praxis 3 Professional Praxis 4

IMPORTANT PAYMENT INFORMATION

1. Payment to Site Coordinator - \$113-28 per hour x 2hrs for each Placement Cohort [i.e.: \$226.56 (before tax)]

E.G.: 2 Cohorts = \$226.56 x 2 = \$453.12 (before tax) and so on...

2. Please ensure all documents are returned to make a claim.

- ~ Site Coordinator Payment Claim Form
- ~ Tax File Declaration Form
- ~ Banking Details Form (Signed)
- ~ Registration Form

Please Scan and Email Completed forms to the Professional Experience Office - edupo@cqu.edu.au

Or Post to: Professional Experience Office, CQUniversity, Locked Bag 3333, Bundaberg QLD 4670

I certify that the above claim is correct:

Site Coordinator signature:	Date: