



# 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 - [edupoint@cqu.edu.au](mailto:edupoint@cqu.edu.au)

I certify that the above claim is correct:

Site Coordinator signature:	Date: