

College of Arts, Society and Education Victorian/International Pay Claim Form

Instructions

At the **end** of the professional experience, please complete the Victorian/International Pay Claim Form

1. School/Centre Details

All fields are mandatory.

2. Claim Details

Enter the Pre-Service Teachers full name, Pre-service Teacher Year Level, Placement Dates

SBTE (School Based Teacher Educator)

Enter the hours of Supervision; note the maximum allowance is five hrs per day.

Site Coordinator

Enter the number of Coordination Days. Then the number of group talks held in hours.

3. Total

Enter a total in each section.

5. Certification

Site Coordinator/Centre Director to sign.

6. Submit Form

The completed claim form and Tax Invoice should be forward to the [Professional Experience Unit](#), James Cook University via email to eduprofex@jcu.edu.au

Pay Rate

Supervision Payment Rate: \$4.21 per hour

Coordination Days Rate: \$1.44 per PST per day

Group Talks Payment Rate: \$12.28 per hour

College of Arts, Society and Education Victorian/International Pay Claim Form

School Details

Tax Invoice/Claim Number	ABN
School/Centre:	Contact Person:
School/Centre Address:	Contact Phone:

Claim Details

Name of Pre-Service Teacher	Pre-Service Teacher Year Level	Placement Dates	SBTE	SITE COORDINATOR	
			Hours of Supervision (Max 5 hrs per day)	Number of Coordination Days	Number of Group Talks (hours)
TOTAL					

Certification

Site Coordinator/Centre Director:	Name	Date
I certify that the above details are correct.	Signature	

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FUNDING ACCOUNT: 2221.11102.0001.7050	Certified by (Signature):	Date
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HR OFFICE USE ONLY

Personal Record Processed	Timesheet Processed:	Timesheet Checked:	Employee No.:	Job No.: