



## **INFORMATION FOR SCHOOLS AND SERVICES**

### **Claim for Payment**

If a school / service would like payment for supervision and/or coordination of a professional experience teacher education student to be paid directly to them (rather than the individual Teacher supervising and/or coordinating the placement), they are required to supply a tax invoice to Charles Sturt University. *An example tax invoice is included for you as a guide.*

#### **Important information regarding your tax invoice:**

- The Australian Taxation Office (ATO) has advised that the organisation Australian Business Number (ABN) should be typed in a Tax Invoice of school / service organisational letterhead. *Please do **not** write across the example provided.*
- To ensure your payment is processed in a timely manner, please **include all details as indicated in the example tax invoice** below.
- If you are sending an invoice from a Centralised / Head Office, please also identify **the name and location** of the school / service where the actual placement was conducted in the invoice details.

Once completed, the tax invoice is to be emailed to the Workplace Learning Team ([FOAE-WPL@csu.edu.au](mailto:FOAE-WPL@csu.edu.au)).

Once received, the Workplace Learning Team will check for the professional placement documents as required to be submitted by the teacher education student. Once verified, the tax invoice will be processed and payment will be made to the school / service nominated bank account.

#### **Rate of Pay:**

The rate of pay is by agreement between Charles Sturt University and the NSW Teachers Federation and NSW ACT Independent Education Union.

	Daily Rates	
	Supervision	Coordination
<b>Current rate:</b> Effective from: 01 January 2024	\$37.15	\$1.85

If you have any queries, please do not hesitate to contact the Workplace Learning Team on the email above.

*Reminder – you cannot claim for any days that the school/service is closed for a public holiday or that the student or teacher was absent.*

See next page for – **TAX INVOICE EXAMPLE**

# TAX INVOICE – EXAMPLE

(On organisational letterhead include email, phone number and street address)

School / Service ABN: \_\_\_\_\_

## Tax Invoice to Charles Sturt University

**Date:**

Our school/service would like to be paid directly for supervising the following Charles Sturt University professional experience student.

<b>Student Name:</b>	
<b>Professional Experience Dates:</b>	<i>Start date to finishing date</i>

**Claiming for:**

Details	No of Days	Unit Price	Total
Professional Experience Placement – Supervision			\$
Professional Experience Placement – Coordination			\$
Sub-total			\$
Plus 10% GST			\$
<b>TOTAL Tax Invoice</b>			\$

**Details required for payment of invoice:**

Bank Remittance Details	
Bank Name	
Account Name	
BSB	
Account Number	

**School / Service Authorised Signature:** \_\_\_\_\_

