Some of the teaching staff from your school have agreed to act as Mentor Teachers and/or School Coordinators for Tabor Pre-Service Teachers. Please follow the guidelines below regarding the relevant claims.

Claims may be made by EITHER:

a. The Claimant should claim direct to Tabor, using the relevant School Coordinator or Mentor Teacher Claim Form together with an ATO ‘Statement by Supplier’ form OR

b. Schools should invoice Tabor, covering all Mentor Teachers and School Coordinator claims (please follow the guidelines below).

Mentor Teachers and School Coordinators are to submit their completed claim forms to you so that you can invoice Tabor. Please ensure invoices are itemised to identify each Mentor Teacher, School Coordinator and Pre-Service Teacher. For BEGINNING TEACHING PRACTICE, TEACHING IN DIVERSE SETTINGS and TEACHING IN PUBLIC EDUCATION, please ensure all Mentor Teacher Assessment Recommendation forms are submitted prior to generating the invoice to Tabor. For INTERNSHIP, please ensure the completed Professional Experience Report is submitted prior to generating the invoice to Tabor.

For 1st Year Pre-Service Teachers completing their BEGINNING TEACHING Professional Experience:

- Schools may claim $200.00 (excl. GST) per Pre-Service Teacher
- School Coordinators may claim $100.00 (excl. GST) per Pre-Service Teacher
- Mentor Teachers may claim $19.20 per day (excl. GST) for BEGINNING TEACHING PRACTICE (Term 3) only (ie. 19 days max. per Pre-Service Teacher).

For 2nd – 4th Year Pre-Service Teachers (ie. TEACHING IN DIVERSE SETTINGS, TEACHING IN PUBLIC EDUCATION and INTERNSHIP Professional Experiences):

- School Coordinators may claim $0.92 per day (excl. GST)
- Mentor Teachers may claim $19.20 per day (excl. GST) to the maximum no. of days as stipulated on the claim form

NB. Invoices are subject to GST and should include 10% GST in the total. Please also include your school’s banking details on the invoice showing BSB, Account No and the Name of the Account.

Please email the invoice, together with the completed claim forms, to practicum@adelaide.tabor.edu.au or post to Tabor, School of Education, Professional Experience Office, PO Box 1777, Unley, SA 5061.

Please note: Tabor may require adjustments to the final claim upon receiving the invoice.