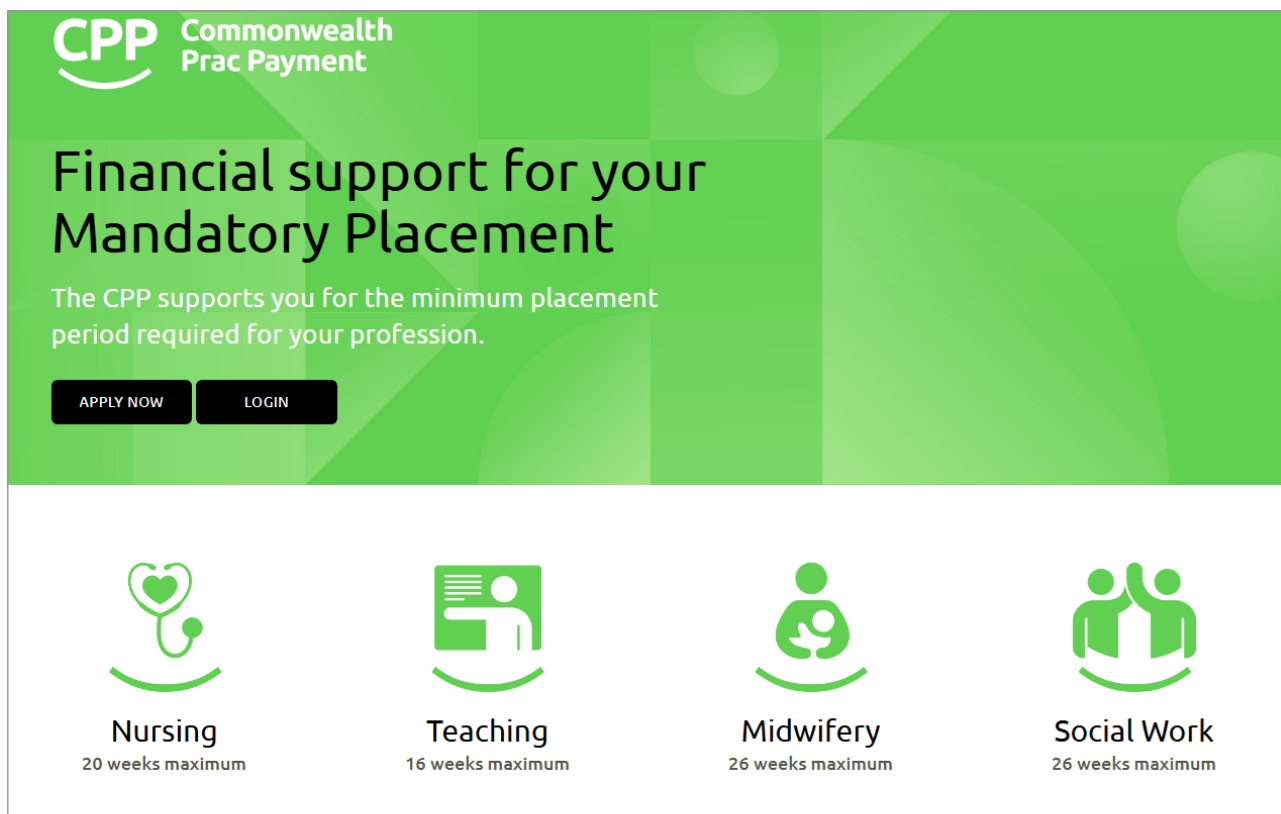


HOW TO APPLY FOR THE COMMONWEALTH PRAC PAYMENT (CPP) AT THE UNIVERSITY OF NEWCASTLE



UNIVERSITY OF
NEWCASTLE

1) Visit the **CPP Student Portal** and select **'Apply Now'**.



The image shows the CPP Commonwealth Prac Payment landing page. At the top left is the CPP logo with the text 'Commonwealth Prac Payment'. The main heading is 'Financial support for your Mandatory Placement'. Below this, a subtext states: 'The CPP supports you for the minimum placement period required for your profession.' There are two buttons: 'APPLY NOW' and 'LOGIN'. Below these are four icons representing different professions: Nursing (20 weeks maximum), Teaching (16 weeks maximum), Midwifery (26 weeks maximum), and Social Work (26 weeks maximum).

CPP Commonwealth Prac Payment

Financial support for your Mandatory Placement

The CPP supports you for the minimum placement period required for your profession.

APPLY NOW **LOGIN**



Nursing
20 weeks maximum



Teaching
16 weeks maximum

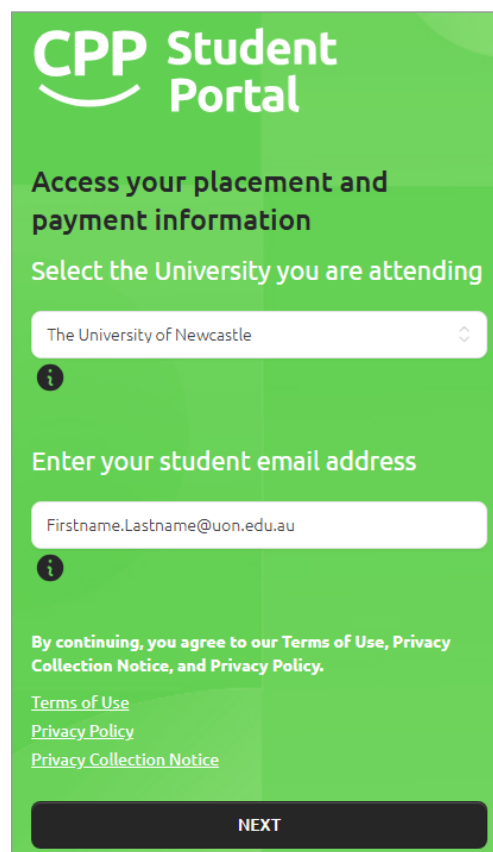


Midwifery
26 weeks maximum



Social Work
26 weeks maximum

2) Select **"The University of Newcastle"** from the list of universities, enter your **student email address** (in the format `firstname.lastname@uon.edu.au`) and click **'Next'**.



The image shows the CPP Student Portal form. It has a green header with the 'CPP Student Portal' logo. The main heading is 'Access your placement and payment information'. Below this, it says 'Select the University you are attending' and shows a dropdown menu with 'The University of Newcastle' selected. There is an information icon (i) next to the dropdown. Below this, it says 'Enter your student email address' and shows a text input field with 'Firstname.Lastname@uon.edu.au'. There is an information icon (i) next to the input field. Below the input field, it says 'By continuing, you agree to our Terms of Use, Privacy Collection Notice, and Privacy Policy.' and provides links for 'Terms of Use', 'Privacy Policy', and 'Privacy Collection Notice'. At the bottom is a 'NEXT' button.

CPP Student Portal

Access your placement and payment information

Select the University you are attending

The University of Newcastle

i

Enter your student email address

Firstname.Lastname@uon.edu.au

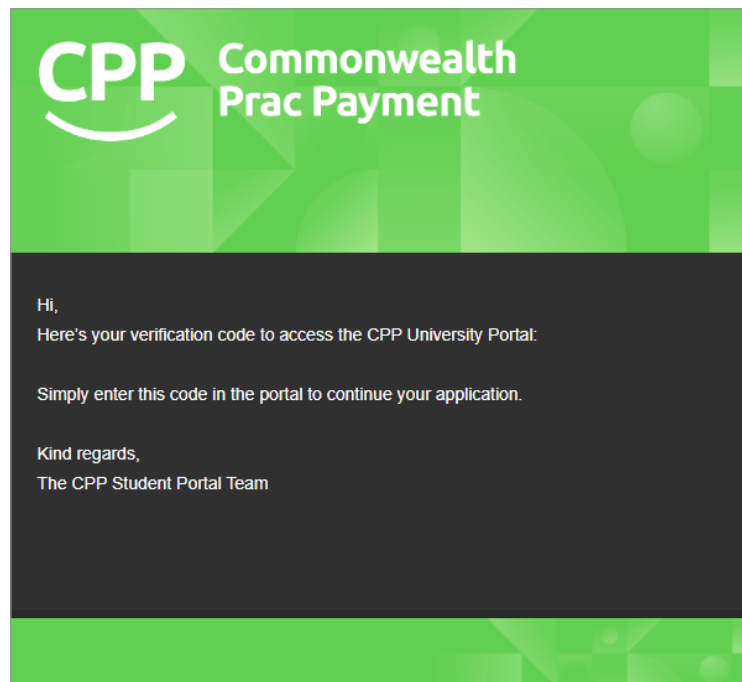
i

By continuing, you agree to our [Terms of Use](#), [Privacy Collection Notice](#), and [Privacy Policy](#).

[Terms of Use](#)
[Privacy Policy](#)
[Privacy Collection Notice](#)

NEXT

3) Check your student email for the **verification code**. The email will look like this:



4) Enter the code you receive and click '**Verify & Login**'.

A green page for the CPP Student Portal. At the top is the CPP logo and the text 'Student Portal'. Below this is the heading 'Check your email' followed by the text 'We've sent a verification code to' and 'Please enter the code below to continue.' There is a white input field with the placeholder text 'Enter code'. Below this is the heading 'Didn't receive the code?' followed by the text 'Check your spam or junk folder, or click [here](#) to resend the code.' At the bottom is a dark grey button with the text 'VERIFY & LOGIN' in white.

5) All information is populated from the Student Information (myHub) and Placement Systems (Sonia) – you do not need to enter anything on this page.

Confirm your details are correct and click **'Apply Now'**.

If your details are not correct; do not proceed with your application. Contact the university to resolve this.

The screenshot displays the CPP Student Portal interface. On the left is a green sidebar with the 'CPP Student Portal' logo and navigation links: 'Dashboard' (highlighted), 'Support', 'FAQs', and 'Log Out'. At the bottom of the sidebar are links for 'Terms of Use', 'Privacy Policy', and 'Privacy Collection Notice'. The main content area has a white background and contains the following sections:

- CPP Status: Open**
- Placement Details**: A table with the following information:

Placement ID	UON000001
Start date	28/07/2025
End date	22/08/2025
Attending Weeks	4
Organisation/Location	Primary School 1
- Related Study**: A list containing 'Bachelor of Education (Primary) - 40106' and 'Quality Teaching and Professional Practice K-6 - EDUC4187'.
- A large black button labeled **APPLY NOW**.

In the bottom right corner, there is a green chat bubble icon and a white notification box with a close button (X) and the text: 'Have a question or issue? Submit your enquiry here.'

6) Confirm that you meet the eligibility criteria and have the required supporting documentation and click **'Start Application'**.

The screenshot shows the CPP Student Portal interface. On the left is a green sidebar with the portal logo and navigation links: Dashboard, Support, FAQs, and Log Out. The main content area is white and titled 'Step 1 of 7 - Ready to apply?'. It contains eligibility criteria, a list of required documents, and a large black button labeled 'START APPLICATION'.

CPP Student Portal

Dashboard
Support
FAQs
Log Out

Step 1 of 7 - Ready to apply?

Before you begin your application, please make sure you meet the following eligibility criteria and have the required documents ready.

To be eligible, you must:

- Be a domestic student in a Commonwealth Supported Place (CSP)
- Be currently enrolled at University of Newcastle
- Be studying Nursing, Midwifery, Teaching, or Social Work at the Bachelor's or Master's level
- Be undertaking a mandatory placement of at least 30 hours per week
- Have a confirmed placement

And either:

- Receive a Centrelink or DVA payment, or
- Work more than 15 hours per week during your study period

Documents you'll need:

- If you receive Centrelink or DVA payments: a payment summary
- If you work more than 15 hours per week: payslips from your most recent 4 weeks of employment

Once you've confirmed your eligibility and gathered your documents, click START APPLICATION to begin.

START APPLICATION

7) Verify your name, student number and email are correct. Enter your alternative (non-University) email address, your phone number and click **'Next'**.

The screenshot shows the CPP Student Portal interface for Step 2 of 7 - About You. The sidebar is the same as in Step 1. The main content area is white and contains form fields for Name, Student ID Number, Contact Email, Alternative Email, and Phone Number. It also includes a section for Course Details with fields for Course Name and Unit Name. A large black button labeled 'NEXT' is at the bottom.

CPP Student Portal

Dashboard
Support
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Step 2 of 7 - About You

Name
First name Last name

Student ID Number
c1231231

Contact Email
First name.Last name@uon.edu.au

Alternative Email * i
altemail@email.com

Phone Number * i
0412123123

Course Details

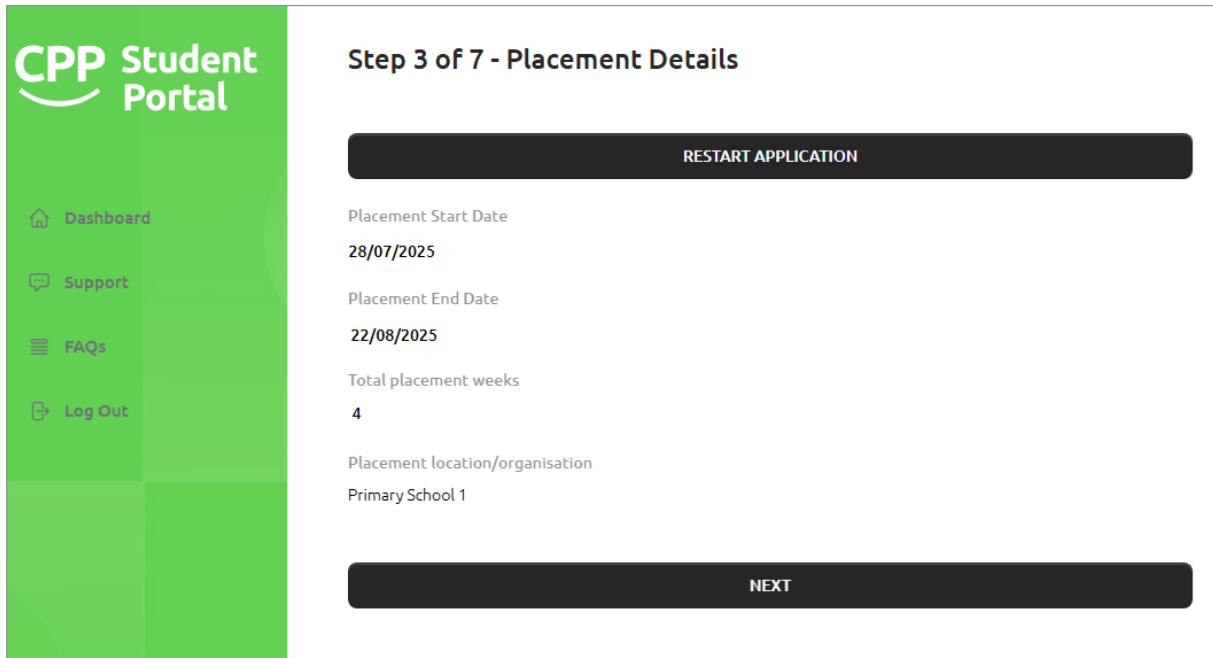
Course Name
Bachelor of Education (Primary) - 40106

Unit Name
Quality Teaching and Professional Practice K-6 - EDUC4187

NEXT

8) Confirm your **placement details** are correct (this will be the same information that was on the dashboard initially).

If at any time past this point you want to start your application again, press **'Restart Application'**.



The screenshot shows the 'Step 3 of 7 - Placement Details' page of the CPP Student Portal. On the left is a green sidebar with the portal logo and navigation links: Dashboard, Support, FAQs, and Log Out. The main content area has a title 'Step 3 of 7 - Placement Details' and a 'RESTART APPLICATION' button. Below this, it displays the following details: Placement Start Date (28/07/2025), Placement End Date (22/08/2025), Total placement weeks (4), and Placement location/organisation (Primary School 1). At the bottom is a 'NEXT' button.

CPP Student Portal

Dashboard
Support
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Log Out

Step 3 of 7 - Placement Details

RESTART APPLICATION

Placement Start Date
28/07/2025

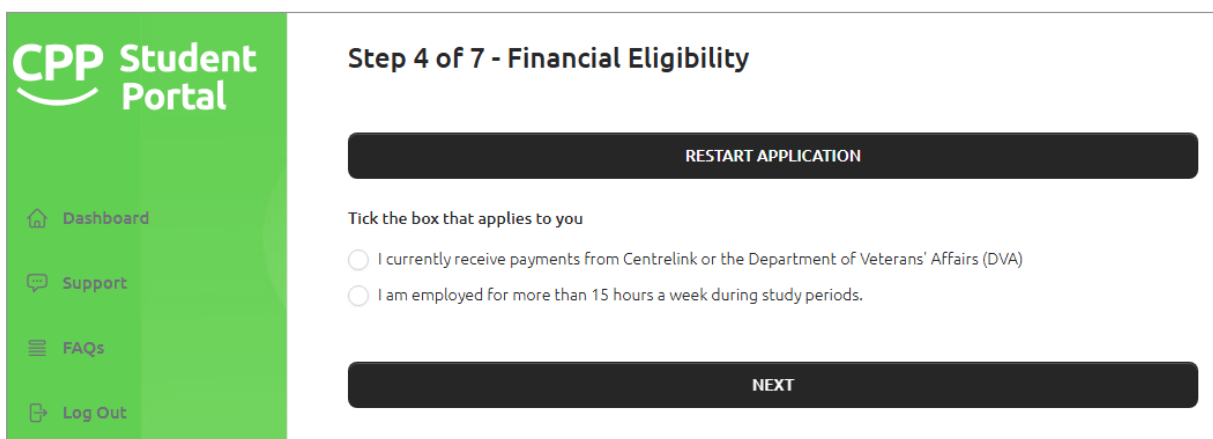
Placement End Date
22/08/2025

Total placement weeks
4

Placement location/organisation
Primary School 1

NEXT

9) Select the method that you will be using to meet the financial eligibility of the CPP.



The screenshot shows the 'Step 4 of 7 - Financial Eligibility' page of the CPP Student Portal. It features the same green sidebar as the previous page. The main content area has a title 'Step 4 of 7 - Financial Eligibility' and a 'RESTART APPLICATION' button. Below the button, it asks the user to 'Tick the box that applies to you' and provides two radio button options: 'I currently receive payments from Centrelink or the Department of Veterans' Affairs (DVA)' and 'I am employed for more than 15 hours a week during study periods.' At the bottom is a 'NEXT' button.

CPP Student Portal

Dashboard
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Step 4 of 7 - Financial Eligibility

RESTART APPLICATION

Tick the box that applies to you

☐ I currently receive payments from Centrelink or the Department of Veterans' Affairs (DVA)

☐ I am employed for more than 15 hours a week during study periods.

NEXT

10a) If you're the recipient of an **Australian Government income support payment**, select the Payment Type from the list, upload your payment statement and press 'Next'.

The screenshot shows the 'Step 5 of 7 - Financial Eligibility - Centrelink / Department of Veterans' Affairs' page. On the left is a green sidebar with the 'CPP Student Portal' logo and navigation links: Dashboard, Support, FAQs, and Log Out. The main content area has a dark grey 'RESTART APPLICATION' button at the top. Below it is a 'Payment Type *' dropdown menu with 'Centrelink Income Support Payment' selected. Under 'Supporting Documents', there is an information icon and text stating: 'In order to progress your application you need to upload a recent Centrelink or DVA payment statement. This statement must be less than 3 months old.' The 'Attachments *' section shows a 'Choose files' button and the filename 'Centrelink Statement.pdf'. At the bottom is a dark grey 'NEXT' button.

10b) If you're using the **Need to Work/Income Test**, enter the required information, upload your supporting documentation and press 'Next'.

The screenshot shows the 'Step 5 of 7 - Financial Eligibility - Working' page. The sidebar is identical to the previous form. The main content area has a dark grey 'RESTART APPLICATION' button at the top. Below it is an 'Employment Status *' dropdown menu with 'Casual' selected. The 'Employer Name(s) *' field contains 'Employer Name'. The 'Nominated 4-Week Work Period' section includes 'Start Date *' (26/05/2025) and 'End Date *' (22/06/2025), each with a calendar icon. Below this, the 'Hours Worked Over 4-Week Work Period *' field contains '65'. The 'Gross Income Over 4-Week Work Period *' field contains '3000'. There are information icons next to the 'Nominated 4-Week Work Period', 'Hours Worked', and 'Gross Income' fields. A declaration section states: 'You must declare all income received during the relevant period. This may include income from employment, self-employment, scholarships, and government income support. Please note: If your total income for the period exceeds \$6,000, you are not eligible for CPP support. For more information on what qualifies as income, please refer to the FAQs.' The 'Supporting Evidence' section includes an information icon and text: 'Upload your recent payslips or employer letter (select multiple). We accept PNG, JPG or PDF files.' The 'Attachments *' section shows a 'Choose files' button and the filename 'Payslips.pdf'. At the bottom is a dark grey 'NEXT' button.

11) Complete the declaration and press 'Next'.

CPP Student Portal
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Step 6 of 7 - Declare & Submit

RESTART APPLICATION

By submitting, I confirm that:

- I understand CPP payments are considered taxable income.
- I understand I must report CPP payments to Centrelink if required.
- I will notify the university of any changes to my eligibility.
- I understand I may need to repay funds if I withdraw from placement.
- All information I have provided, including supporting documents, is true and correct at the time of submission.
- I understand that giving false or misleading information may result in cancellation of my application and may be an offence under the Criminal Code Act 1995.
- I consent to the use of my personal information, including being contacted by the Department of Education for follow-up surveys or further information to evaluate the program.

☒ I Understand and Agree *

NEXT

12) Your application has now been submitted. Clicking continue will take you back to the dashboard.

CPP Student Portal
[Dashboard](#)
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[Log Out](#)

Step 7 of 7 - Application Submitted

Thanks - your application has been successfully submitted!

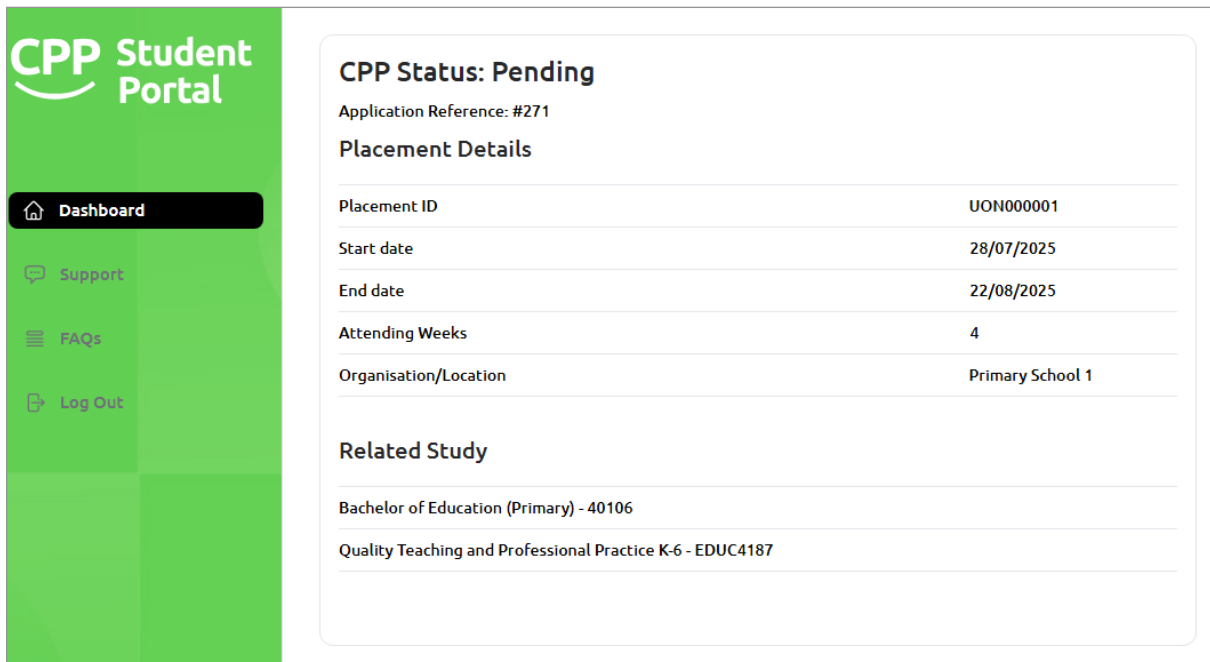
We've sent a confirmation email with your reference number and details about what happens next. Please check your inbox (and spam folder just in case).

If you have any questions, you can reach out to the CPP Student Portal Team by clicking on Support button.

CONTINUE

13) You will now see that the status of your application is **'Pending'**, and you've been assigned an Application Reference number.

This information is also emailed to you as detailed in the previous step.



The screenshot shows the CPP Student Portal interface. On the left is a green sidebar with the logo and navigation links: Dashboard (selected), Support, FAQs, and Log Out. The main content area has a white background and displays the following information:

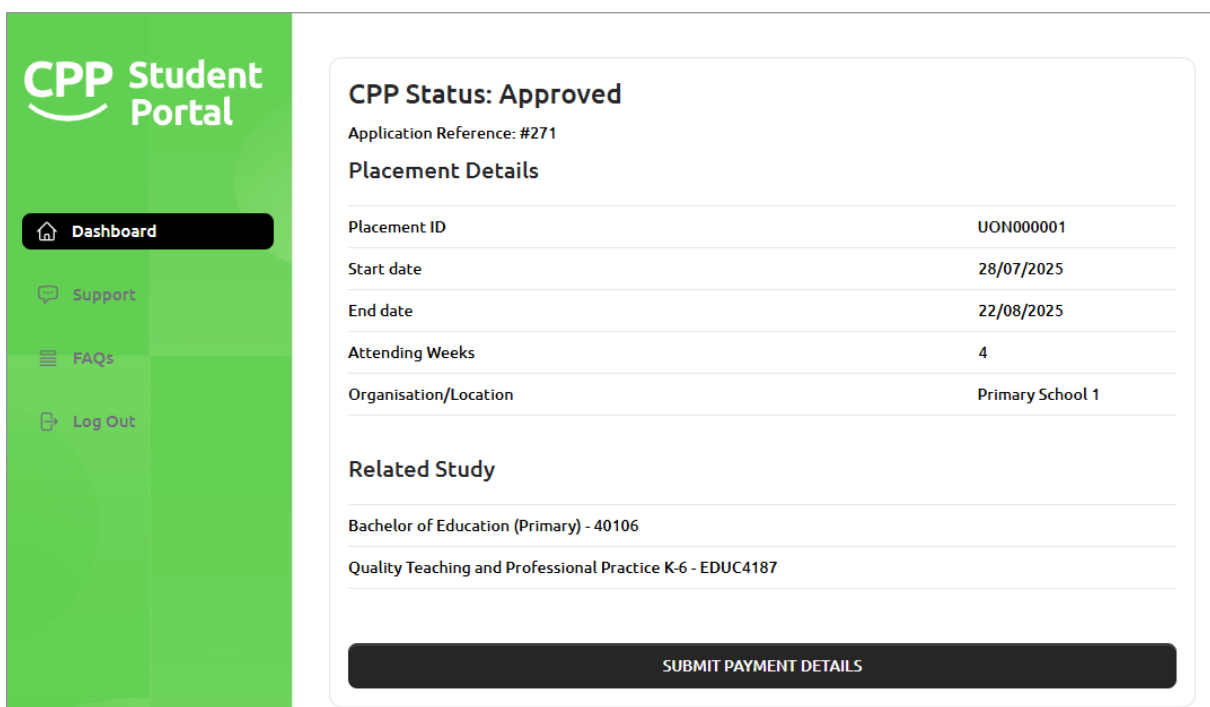
- CPP Status: Pending**
- Application Reference: #271
- Placement Details**

Placement ID	UON000001
Start date	28/07/2025
End date	22/08/2025
Attending Weeks	4
Organisation/Location	Primary School 1

- Related Study**

Bachelor of Education (Primary) - 40106
Quality Teaching and Professional Practice K-6 - EDUC4187

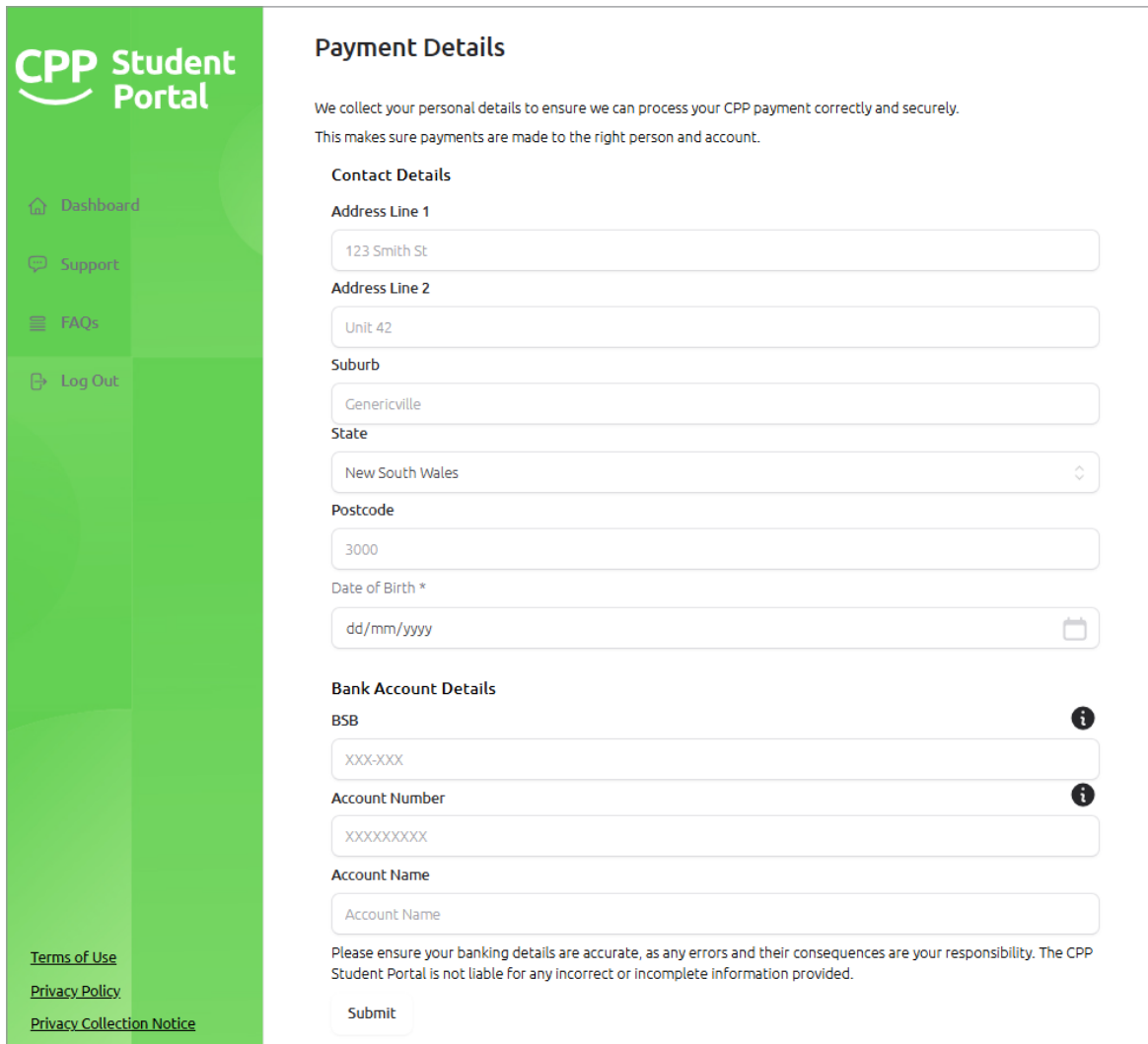
14) Once your application is approved you will be **notified by email**. You will need to and submit your payment details to receive any payments. To do this, log back into the CPP Student Portal and click **'Submit Payment Details'**.



The screenshot shows the CPP Student Portal interface with the application status updated to 'Approved'. The layout is identical to the previous screenshot, but with the following changes:

- CPP Status: Approved**
- A prominent black button labeled **SUBMIT PAYMENT DETAILS** is located at the bottom of the main content area.

15) Enter all the required information and click **'Submit'**.



The screenshot shows the 'Payment Details' page of the CPP Student Portal. On the left is a green sidebar with the portal logo and navigation links: Dashboard, Support, FAQs, Log Out, Terms of Use, Privacy Policy, and Privacy Collection Notice. The main content area is white and titled 'Payment Details'. It includes a disclaimer about data collection, followed by 'Contact Details' and 'Bank Account Details' sections. The 'Contact Details' section has fields for Address Line 1 (123 Smith St), Address Line 2 (Unit 42), Suburb (Genericville), State (New South Wales), Postcode (3000), and Date of Birth (dd/mm/yyyy). The 'Bank Account Details' section has fields for BSB (XXX-XXX), Account Number (XXXXXXXX), and Account Name (Account Name). Information icons are present next to the BSB and Account Number fields. A 'Submit' button is at the bottom.

CPP Student Portal

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[Privacy Policy](#)
[Privacy Collection Notice](#)

Payment Details

We collect your personal details to ensure we can process your CPP payment correctly and securely. This makes sure payments are made to the right person and account.

Contact Details

Address Line 1
123 Smith St

Address Line 2
Unit 42

Suburb
Genericville

State
New South Wales

Postcode
3000

Date of Birth *
dd/mm/yyyy

Bank Account Details

BSB
XXX-XXX

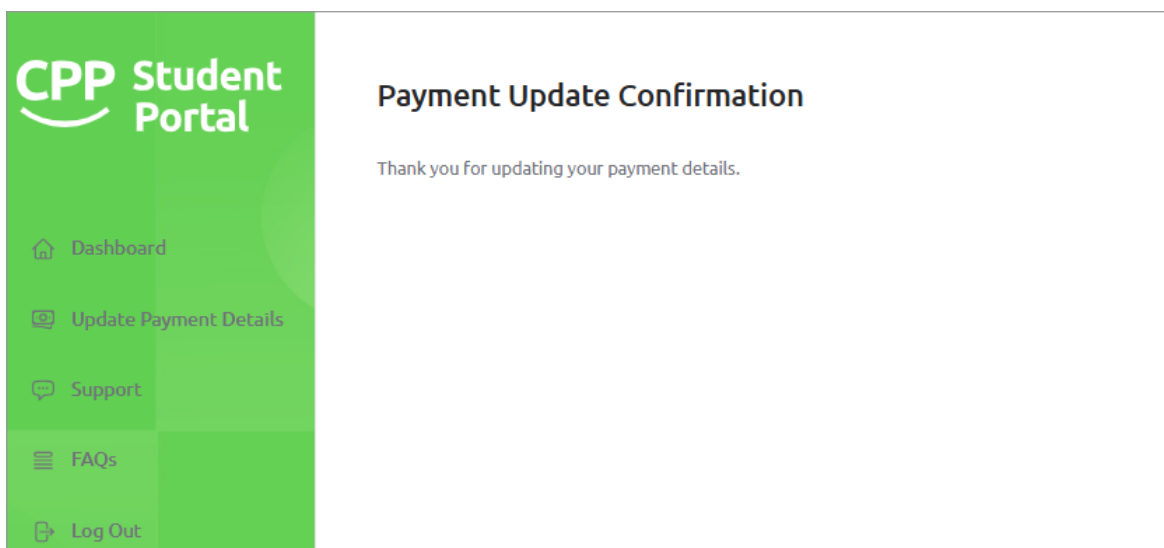
Account Number
XXXXXXXX

Account Name
Account Name

Please ensure your banking details are accurate, as any errors and their consequences are your responsibility. The CPP Student Portal is not liable for any incorrect or incomplete information provided.

Submit

16) You'll **receive confirmation** on screen that your payment details have been updated.



The screenshot shows the 'Payment Update Confirmation' page of the CPP Student Portal. The green sidebar on the left is the same as in the previous screenshot, but the 'Update Payment Details' link is now highlighted. The main content area is white and titled 'Payment Update Confirmation'. It contains a single line of text: 'Thank you for updating your payment details.'

CPP Student Portal

Dashboard
Update Payment Details
Support
FAQs
Log Out

Payment Update Confirmation

Thank you for updating your payment details.