

EASE THE COST, CLAIM YOUR GRANT

SSAF FUNDING AVAILABLE FOR MANDATORY PRE-PLACEMENT COSTS UP TO THE VALUE OF \$100.



We understand that undertaking placement can have a big financial impact. The Professional Experience Unit, funded by SSAF, is supporting some of your placement costs.

Applications will open on Wednesday 9th April 2025 for a Pre-Placement Reimbursement. This is **one-off reimbursement of up to \$100** based on **mandatory pre-placement costs**.

This can include:

- Relevant vaccinations required for your placement
- Mask fit testing
- Australian National Police Certificate
- Paid Working with Children Check application
- Identified placement equipment
- Personal Protective Equipment
- Training and/or licensing as required by your placement site
- Lantite Exam costs
- Paid NDIS Worker Check application
- University Placement shirts with UoN logo
- Other expenses made prior to placement, with evidence from your placement site or Course Coordinator that this item is required to undertake your placement

Funding is subject to availability and assessment. Contact your Professional Experience Support Coordinator for further details (refer to page 3 of this document for contact information).

To be eligible, students must:

- Be enrolled in an approved University of Newcastle placement course or be completing Industrial Experience in 2025
- If applicable, produce evidence that the relevant expense is a pre-placement requirement as advised by your placement site.
- Produce a 2025 itemised tax receipt of purchase of the pre-placement expense

NOTE: This is a pilot program covering expenses students have incurred from 2025 onwards. No retrospective claim for subsidy. One application in total per student.

Requests for funding based on expenses incurred during placements, including accommodation, bills, and travel, will **not** be approved. Only specific expenses required by your Course Coordinator, field/discipline, or placement site will be accepted.

To request a Pre-Placement Reimbursement, please review the Terms and Conditions for this application. If you accept these terms, please apply via the "Application for Reimbursement of Mandatory Pre-Placement Costs" form in [SONIA](#) from the 9th of April 2025. Steps on how to access and complete the application can be found in the Terms and Conditions.

TERMS AND CONDITIONS FOR PRE-PLACEMENT REIMBURSEMENT

The Professional Experience Unit (PEU) Pre-Placement Reimbursement is designed to provide financial support for students undertaking placement and Industrial Experience. This small grant offers **up to \$100** to help cover mandatory pre-placement expenses, ensuring students are well-prepared for your placement journey. Please review the following terms and conditions to understand the eligibility criteria and application process.

Eligible Expenses

Students can claim reimbursement for one category or up to the value of \$100 for the following mandatory pre-placement expenses:

- Relevant vaccinations required for your placement (Please note, this reimbursement covers only the cost of the vaccinations, not any medical bills for administering them).
- Mask fit testing
- Australian National Police Certificate
- Paid Working with Children Check application
- Identified placement equipment
- Personal Protective Equipment
- Training and/or licensing as required by your placement site
- Lantite Exam costs
- Paid NDIS Worker Check application
- University Placement shirts with UoN logo
- Other expenses made prior to placement, with evidence from your placement site that this item is required to undertake your placement

Eligibility Criteria

To be eligible for reimbursement, students must:

- Be a current enrolled student at the University of Newcastle
- Be undertaking or about to undertake a placement, Industrial Experience, or an approved placement preparation course* in 2025
- If a pre-placement purchase item is specifically required by a placement site, students must have received prior approval from Course Coordinators and the Professional Experience Unit to undertake placement at that site
- Produce evidence that the relevant expense is a pre-placement requirement as advised by your Course Coordinator or your placement site
- Produce a 2025 itemised tax receipt of purchase of the pre-placement expense. Reimbursements are only provided for purchases made in Australian currency

Reimbursement information:

- Students can only request a reimbursement based on one category of up to \$100.
- If relevant purchase is less than \$100, approved applications will receive the exact amount detailed in the receipt of purchase.
- If the purchase is more than \$100, students will receive the maximum reimbursement amount of \$100.
- Please be aware that payments can only be made to an Australian bank account.

*'Placement preparation course' refers to a course that does not include any practical placement hours, but is designed to prepare students for their upcoming placement. This course must include preparation activities such as immunisations, mask fit tests, and other necessary verifications. Students undertaking a placement preparation course who are applying for a reimbursement will be assessed on a case-by-case basis by the Professional Experience Support Coordinator.

Application Process

1. Students log into SONIA, click on the Forms Tab, then select the "Application for Reimbursement of Mandatory Pre-Placement Costs" from the form drop down list and click "Add" to allocate themselves the form. Then click on the "Edit" icon to complete the form and submit it.
2. Students must submit a copy of the itemised tax receipt of purchase alongside relevant evidence as needed.
3. Applications will be assessed by the Professional Experience Unit within 10 business days. If successful, payment will be made to the student bank account listed in myHub. Students must allow up to 4 weeks for reimbursements to process.
Note: Application review and processing may take longer over public holidays and University shut down periods.

Application Conditions:

- Applications are assessed on a case-by-case basis in the order they are received.
- Funding is subject to availability.
- If an application is unsuccessful, the PEU will notify the student via email. In certain cases, students may be given the opportunity to resubmit their application.
- Reimbursement requests must be for purchases made in 2025 for a placement or preparation course* being held in 2025.
- Applications close October 31, 2025, or until funding is fully exhausted, whichever comes first.
- Students who claim pre-placement expenses on their tax return are **not** eligible for SSAF reimbursement.

Non-Fundable Expenses

The following expenses will NOT be funded:

- Rent, mortgage, or accommodation payments of any kind
- Council or utility rates, or telephone bills
- Motor vehicle costs
- Parking or traffic fines
- Loss of wages while students are on placement
- Internet costs
- Textbooks
- Tuition fees
- Voluntary HECS repayments
- Visa fees
- Personal travel expenses (such as passport renewal and flights) associated with overseas study or overseas placement*
- Entertainment or holidays
- Repayment of an existing loan or credit cards

*Other overseas placement costs may be reimbursed at the discretion of the approver, and will be assessed on a case-by-case basis.

Privacy Statement

The Professional Experience Unit is committed to protecting the privacy and confidentiality of students' personal information. All personal data collected during the application process for Pre-Placement Reimbursement will be handled in accordance with the university's privacy policy and relevant privacy laws.

Please note that information supplied in this application may be used for reporting purposes, however all data will be de-identified.

Contact Information

For any enquiries related to Pre-Placement Reimbursement applications, contact the Professional Experience Support Coordinator team:

College of Human and Social Futures: CHSF-PEUSupportCoordinator@newcastle.edu.au

College of Health, Medicine and Wellbeing: CHMW-PEUSupportCoordinator@newcastle.edu.au

College of Engineering, Science and Environment: CESE-PEUSupportCoordinator@newcastle.edu.au