

FUNDING YOUR PLACEMENT PREP

Needs-based Funding available for mandatory pre-placement costs up to the value of \$150

We understand that undertaking placement can have a big financial impact. The Professional Experience Unit, funded by Needs-based Funding (NBF), is supporting some of your placement costs. Applications are now open for a one-off reimbursement of up to \$150 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
- Identified placement equipment
- Personal Protective Equipment
- Training and/or licensing as required by your placement site
- Lantite Exam Costs
- Paid NDIS Worker Check
- University placement shirts with the university's logo
- Other expenses made in 2026, with evidence from your placement site or Course Coordinator that this 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 request a reimbursement, please review the Terms and Conditions and complete the required form in the Placement Portal SONIA.

To be eligible, students must:

- Be enrolled in a University of Newcastle program that requires placement preparation in 2026
- Priority is given to students who meet the Needs-based Funding criteria
- If applicable, produce evidence that the relevant expense is a pre-placement requirement as advised by your Course Coordinator or placement site
- Produce a 2026 itemised tax receipt of purchase of the pre-placement expense.

Note: it is one application per student and this is a program covering expenses student have incurred in 2026, there is no retrospective claim for subsidy.

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.



TERMS AND CONDITIONS

REIMBURSEMENT

The Professional Experience Unit (PEU) reimbursement is designed to provide financial support for students undertaking placements. This small grant offers up to \$150 to help cover mandatory pre-placement expenses, ensuring students are well-prepared for their placement journey. Please review the following terms and conditions to understand the eligibility criteria and application process.

Eligible expenses

Students can claim a reimbursement up to the value of \$150 for the following mandatory pre-placement expenses:

- Relevant vaccinations required for your placement
- Mask fit testing
- Australian National Police Certificate
- AHPRA Provisional Registration (only applicable for postgraduate psychology)
- Paid Working with Children Check
- Identified placement equipment
- Personal protective equipment*
- Training and/or licensing as required by your placement site
- Lantite Exam costs
- Paid NDIS Worker Check
- University placement shirts with the university's logo
- Other expenses made prior to placement, with evidence from your placement site or Course Coordinator that this is required to undertake your placement.

*Personal protective equipment does not include prescription items.

Note:

Evidence may include a copy of an email from the placement site advising of the required items and/or training with an official company signature, a letter written on company letterhead, or as stated by the company in your placement agreement form.

Eligibility

- Be enrolled in a University of Newcastle program that requires placement preparation in 2026
- Priority is given to students who meet the Needs-based Funding criteria
- If applicable, produce evidence that the relevant expense is a pre-placement requirement as advised by your placement site
- Produce a 2026 itemised tax receipt of purchase of the pre-placement expense.

Reimbursement information

Students can request a reimbursement based on purchases of up to \$150:

- If the relevant purchase is less than \$150, approved applications will receive the exact amount detailed in the receipt of purchase.
- If the purchase is more than \$150, students will receive the maximum reimbursement amount of \$150.

Application process

1. Log into the Placement Portal SONIA, click onto the Forms Tab, then select the red Edit icon on the form "Application for Reimbursement of Mandatory Pre-Placement Costs"
2. Complete the form and attach a copy of the itemised tax receipt of purchase alongside relevant evidence required
3. Applications will be assessed within 10 business days. If successful the payment will be made to the student bank account listed in MyHub. Students must allow up to 4 weeks for the reimbursement to process.

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 2026 for placement occurring in 2026 or for placement preparation that occurs in 2026
- Applications close 25/11/2026, or when funding is fully exhausted, whichever comes first
- Students who claim pre-placement reimbursements on their tax return are not eligible for Needs Based Funding (NBF) reimbursement.

TERMS AND CONDITIONS

REIMBURSEMENT

Non-eligible 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
- Personal travel expenses (such as a passport renewal or flights) associated with overseas study or overseas placement*
- Entertainment or holidays
- Repayment of an existing loan or credit cards

Further support options

For information on needs-based funding eligibility and other support available please go to the [Financial Assistance](#) student support webpage.

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 Reimbursements will be handled in accordance with the university's privacy policy and relevant 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 the 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





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