

Duration and value

- 1) You are awarded the CPP for a specific number of weeks for the eligible placements in an eligible course.
- 2) Award of the CPP for a specific course in a semester does not guarantee application(s) for a future semester or semesters will be successful.
- 3) A new application is required for each semester and course; however some documentation requirements can be met with documents submitted with a previous application.

Accepting the award and payment

- 4) You must accept the offer and provide your banking details as outlined in the notification of award.
- 5) By accepting the award, you are acknowledging and consenting to the use of your personal information as outlined in the application forms and the [Privacy Collection Notice](#)
- 6) You must inform UQ immediately if the account details you have provided for payment of the CPP change.
- 7) Regardless of when you receive a CPP payment, the rate of payment will be at the weekly rate set for the year in which the placement is undertaken.

Your external reporting obligations

- 8) You are responsible for managing potential impacts of CPP on any Commonwealth Income Support Payments (ISP) you receive, financial assistance from other sources and your income tax. This means that you are required to declare amounts of CPP you receive to–
 - a) [Services Australia](#), if applicable, as soon as you are awarded the CPP for a semester. Learn about when and how to report at servicesaustralia.gov.au/commppracpayment (also see [Income from Commonwealth Prac Payment](#)).
 - b) [The Department of Veterans' Affairs](#), if applicable, as soon as you are awarded the CPP for a semester. For information on when and how you need to report this, see the DVA's information on [What you need to tell us about](#)
 - c) [The Australian Taxation Office](#) as part of your annual tax returns. (For information on when and how you need to report this, see the ATO's information on [Government payments and allowances](#) (Note that UQ will send you a statement at the end of the financial year to assist you in reporting this to the ATO).

Your reporting obligations to UQ

- 9) You must inform UQ immediately if there is any change in your eligibility, including but not limited to:
 - a) You withdraw from or drop your enrolment in the relevant course for which you have been awarded the CPP (or the University removes/drops your enrolment)
 - b) You are unable to commence your placement on the scheduled start date
 - c) You are unable to continue attending your placement
 - d) Your placement is suspended or terminated by the placement provider or the University
 - e) You become ineligible for the Commonwealth Income Support Payment you have relied on to meet eligibility requirements
 - f) You are notified that you are no longer eligible to enrol in the relevant course on a Commonwealth Supported basis and your enrolment is changed to a full-fee paying basis
 - g) If you have applied and been awarded the CPP based on meeting the Need to Work and Income criteria, and you become aware of a change in your income that will result in your weekly income exceeding \$1,500 for the remainder of your placement
 - h) You become aware that you will exceed the Maximum CPP Entitlement for your program
- 10) All notifications about changes to your eligibility must be provided in writing by email to scholarships@uq.edu.au

Document Verification and Overpayment

- 11) All supporting documentation you submit with your CPP application is subject to verification. A small proportion of application documents will be verified with the source each semester. If you receive a CPP payment for which you are subsequently found to have submitted incorrect, incomplete, misleading or falsified documentation, you may be required to repay this amount.
- 12) If you receive a CPP payment for a period in which you have not or will not be attending the placement, you will become ineligible for the amount equivalent to the period of placement not undertaken, and this amount will be deducted from any future payments you are entitled to receive.