

Payment Terms for the Psychology 5+1 Internship Program Support Agreement

The following information has been assembled to assist providers participating in the Psychology 5+1 Internship Program Support Agreement. This resource is designed to clarify the payment terms, invoicing requirements, and financial obligations outlined in the agreement. It aims to ensure that providers fully understand their entitlements, responsibilities, and the processes involved in receiving payments such as the Onboarding Payment, Supervisor Support Package, and Relocation Incentive. For detailed information, please refer to the specific clauses within the original agreement.

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1. What payments are included in the agreement?

The agreement includes the following payments. Most providers are only eligible for the Onboarding and Supervisor Support components:

- **Onboarding Payment:** A one-off payment of \$6,000 per intern, paid in four equal instalments of \$1,500 in arrears.
- **Supervisor Support Package:** A total payment of \$24,000 per intern, paid in four equal instalments of \$6,000 in arrears.
- **Relocation Incentive:** A one-off payment of \$5,000 per intern for those relocating to regional or remote locations.

2. What is the purpose of the Onboarding Payment?

The Onboarding Payment is intended to assist with expenses associated with commencing an intern. This includes costs such as technology, software etc.

3. How is the Onboarding Payment structured?

The Onboarding Payment is paid in four equal instalments of \$1,500. Payments are made within 30 days of receiving a valid invoice. The instalments are issued as follows:

- After 12 weeks of receiving the Internship Confirmation or upon completion of one-quarter of the total minimum supervision hours (20 hours).
- Subsequent instalments are issued 12-weekly from thereon, provided the required supervision hours are completed.

4. What is the Supervisor Support Package?

The Supervisor Support Package is a payment of up to \$24,000 per intern, designed to contribute to the costs (salary or otherwise) associated with supervision. It is paid in four equal instalments of \$6,000.

5. How is the Supervisor Support Package structured?

The Supervisor Support Package is paid in four instalments of \$6,000 each. Payments are made within 30 days of receiving a valid invoice. The instalments are issued as follows:

- After completion of one-quarter of the total minimum supervision hours (20 hours).
 - After 12 weeks of the first instalment or upon completion of half the total minimum supervision hours (40 hours).
 - After 12 weeks of the second instalment or upon completion of three-quarters of the total minimum supervision hours (60 hours).
 - Upon submission of a Completion Notice and final invoice after the internship is completed.
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6. What is the Relocation Incentive?

The Relocation Incentive is a one-off payment of \$5,000 per intern who relocates to a regional or remote location for the internship. The Relocation Incentive is paid to the Issuing Provider within 30 days of providing the Internship Confirmation. The Issuing Provider must then pay the intern the full amount within 7 days of receiving the payment.

7. What are the invoicing requirements?

Invoices must:

- Include the full amount payable by Flinders University.
 - Specify the name of each intern for whom payment is sought.
 - Clearly indicate for each line items whether it relates to the Onboarding Payment or Supervisor Support Package, and specify the instalment number (e.g., 1st, 2nd, 3rd, or 4th).
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8. What happens if the internship ends prematurely?

If an intern's internship ends before completion:

- The Issuing Provider must notify Flinders University within 2 business days.
- Payments will be issued based on the intern's completed supervision hours and may be adjusted or withheld accordingly, considering fractional milestones at 20, 40, 60, and 80 hours.

9. What is the timeframe for payments?

Payments are made within **30 days** of receiving a valid invoice, provided all conditions for the instalment are met.

Please note that your intern will be contacted directly by the Flinders University project team to confirm the amount of supervision hours provided at the specified date.

10. What about GST?

GST should be added to all invoice items in accordance with Australian GST law.

11. What happens if the invoices don't comply?

If your invoice does not comply with 1) line items clearly indicating which component of the grant they relate to; 2) the intern name not being provided for each line time; or 3) the omission of GST, there will be significant delays in processing. Our team handles a high number of enquiries and communications and are not responsible for seeking rectification of these issues.

If your intern *does not* reply to our attempts to contact them regarding their number of supervision hours, your invoice cannot be processed.

12. What if I have another query?

If you have any questions not answered by the FAQ series, please contact us at:
MPPInternship@flinders.edu.au

Getting involved is easy!

Contact the project team
MPPInternship@flinders.edu.au for
more information