

The Lutheran Educators Transfer Fund INFORMATION PACK

Congratulations on your appointment to a Lutheran school. Financial support is available for the removal of your household goods through the Lutheran Educators Transfer Funds. The Funds cover the cost of transferring *normal* household effects for those employed in a full-time permanent teaching role.

The Funds do not cover removal of extraordinary items (eg caravans, motorbikes, trailers, pets, grand pianos). If you have such items, we recommend you request a separate quotation from the removalists which you will then be responsible for paying. The funds also do not cover the cost of storage of any or all of your items.

There are additional benefits available for travelling to a remote Lutheran school in Northern Territory, Western Australia, Ceduna, Port Lincoln, Mildura, Hobart, Cairns or Biloela. See page three of this pack for further information.

The process

The first step is to complete the registration form. Upon receipt of this form, we will contact three removalists who will phone you directly to coordinate the preparation of a quote.

These three quotes will be sent back to Lutheran Education Australia (LEA) and we will let you know once a decision is made regarding the choice of removalist.

Insurance

The Funds do not include insurance cover. You are responsible for insuring goods in transit. Comprehensive insurance is recommended. Teachers moving to a Lutheran school are able to access competitive comprehensive insurance through the Lutheran Church of Australia Insurance Fund.

The LCA Insurance Fund offers comprehensive insurance at very competitive rates. The premium rate is approx \$10 per \$1,000 of cover with \$100 excess. An application form is enclosed on page four if you choose to take up this option and should be mailed directly to LCA Insurance Fund, 175 Archer Street, North Adelaide, SA 5006 or via email insurance@lll.org.au.

It is advisable that you ensure that a responsible person is present at the time and place of delivery if you yourself cannot be there. At that time a check should be made for any visible damages and these noted in writing and countersigned by the removalist. If, in unpacking, there are further breakages or damages note these in detail. Note that claims must be submitted within a specified time following the delivery of goods.

For further information relating to transit insurance, please contact Graeme Tscharke, LCA Insurance Fund, telephone (08) 8360 7200, email insurance@lll.org.au

Any questions?

We look forward to receiving your application form and coordinating your quotes. If you need anything in the meantime do not hesitate to contact lea@lutheran.edu.au or phone 08 8267 7318.

ACN 143 905 373

197 Archer Street
North Adelaide SA 5006
T 61 8 8267 7318
F 61 8 8267 7320
E lea@lutheran.edu.au
www.lutheran.edu.au

The Lutheran Educators Transfer Fund REGISTRATION FORM

Please fill in as much of this form as possible and send it in. 'Missing' information can be updated as this becomes available. We will contact the removalist companies upon receipt of your registration form.

Name	
Preferred phone number	
Second phone number	
Email	
School transferring from	
School transferring to	
Uplift address	
Preferred removal date	
Destination address	
Preferred arrival date	
Destination phone number	
Any further details	

Your commitment:

In accessing financial support from the Lutheran Educators Transfer Fund for your removal to take up an appointment in a Lutheran school, you agree to reimburse the school to which you are appointed for any repayments made to the Lutheran Education Transfer Fund due to your not completing two years of service at that school. It is understood that you will refund 100% of removal costs paid by the Fund if you leave within six months of date of commencement and 50% of removal costs if you leave before the completion of two years.

Signed	Date
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An electronic signature is acceptable if returning via email

**Please return as soon as possible to:
Lutheran Education Australia 197 Archer Street, North Adelaide SA 5006
Email lea@lutheran.edu.au**

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The Lutheran Educators Transfer Fund REMOTE TRAVEL REIMBURSEMENT CLAIM

There are additional benefits available for travelling to a remote Lutheran school in Northern Territory, Western Australia, Ceduna, Port Lincoln, Mildura, Hobart, Cairns or Biloela.

A single (one way) airfare for each member of the family household at time of uplift and removal of one car

OR

Reimbursement of petrol costs and accommodation (excluding meals)

You will need to make your own travel arrangements and bookings, then claim reimbursement of your costs using the form below. Claims can only be reimbursed when accompanied by supporting documentation.

REMOTE TRAVEL CLAIM FORM

Your name	
Phone number	
Email	
School moved to	
Amount claimed	\$
Details of your claim	
Supporting documentation attached	[]

Bank Account Name	
BSB	
Bank Account Number	

Signed	Date
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An electronic signature is acceptable if returning via email

Please return your completed claim form to:
Lutheran Education Australia 197 Archer Street, North Adelaide SA 5006
Email lea@lutheran.edu.au

ACN 143 905 373

197 Archer Street
 North Adelaide SA 5006
 T 61 8 8267 7318
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 E lea@lutheran.edu.au
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APPLICATION FOR TRANSIT INSURANCE

NAME OF APPLICANT: _____

MOBILE PHONE NO. _____ CONTACT PHONE NUMBER _____

EMAIL ADDRESS _____

UPLIFT ADDRESS _____

DESTINATION: _____

Address to send invoice for payment – Uplift address (as above) or Destination address

Pick Up Date: / / Estimated Arrival Date: / / .

Means of Transport (Road, Air, etc.): _____

Transporting Co. Address: _____

_____ Phone No. (___) _____

Reinstatement & Replacement Cover

Full Declared Value: \$ _____

Packed By: Carrier Personally Both (please tick)

Items to be Specified: E.G. artwork, curio, jewellery of high value

ADDITIONAL INFORMATION

I, _____, confirm that the above declared value of \$ _____ represents the full value of my household furniture and effects.

I request insurance cover from the Lutheran Church Insurance subject to the terms and conditions shown on the reverse side of the application form.

SIGNED: _____ DATE: / / .

Reference No. _____

**SINGLE TRANSIT HOUSEHOLD REMOVAL PROTECTION
TERMS AND CONDITIONS AS FOLLOWS**

The cover is subject to an excess of \$100 each and every loss.

The cover provided is restricted to household furniture and effects, hereinafter called Property, and does not include 'Items not covered' as shown below.

REINSTATEMENT & REPLACEMENT COVER: In the event of Property being lost, destroyed or damaged as a result of one or more of the risks covered, we will pay the cost of replacement as new without deduction in respect of depreciation. We may elect to repair or replace any item instead of paying you its value. This Reinstatement and Replacement cover does not include the following as they are covered for depreciated/appreciated value:

- (a) Clothing, household linen, curtains, drapes or carpets.
- (b) Property more than ten (10) years old from the date of purchase when new.

Full Value Clause : In the event that the value of the property is greater than the value declared the applicant shall be considered to be his own protector for the difference and shall bear a proportionate share of any claim accordingly. Each item of the property shall separately be subject to this condition.

CONDITIONS OF COVER :

Full Cover means cover against Accidental loss and/or damage except as shown below.

1. TERMS NOT COVERED

The trunks, cases, boxes and other receptacles in which the property is contained, cash bank notes, bonds negotiable instruments, deeds, travelling tickets, coupons or securities of any kind, jewellery, stamp or medal or coin collection.

2. SCOPE OF COVER

This cover attaches from the time the property is placed in the care of the removalist's personnel for packing or removal at the uplift address, until completion of delivery at address of destination, including all transit and temporary storage up to 7 days in the normal course of transit.

3. CLAIMS

Must be notified in writing to the Fund immediately the applicant or his/her agent becomes aware of loss and/or damage but in no case later than seven days after completion of delivery and such claim must be substantiated in writing within 30 days of completion of delivery.

4. PAIR AND SET AND MATCHING PIECE CLAUSES

In the event of loss and/or damage to any articles forming part of a pair or set or matching pieces, the Fund's liability shall be limited to the value of such part or parts which may be lost or damaged, without any reference to any special value which such article or articles may have as part of such pair or set or matching piece, nor shall it exceed the proportionate part of the indemnified value of such pair or set or matching piece.

5. The value of any curio, picture, or other work of art, fur, gold or silver object, persian or similar rug or carpet is restricted to \$500 per article or set, unless the full value is specifically declared and included in the Full Declared Value.

6. EXCLUSIONS

The Fund shall not be liable for loss, damage or expense caused:

- (a) by moth, vermin, mould, wear and tear or gradual deterioration, mechanical and/or electrical and/or electronic derangement, inherent vice of nature of the subject matter insured, climatic and/or atmospheric conditions, or by delay.
- (b) by deterioration, seepage, or spillage of liquors and wines, or in the case of sparkling wines and fermenting liquors – explosion.
- (c) to or by foodstuffs and liquors where manufacturers' seals are broken prior to uplift.
- (d) to or by hazardous or inflammable materials.
- (e) by strikers, locked out workmen or persons taking part in labour disturbances, riots or civil commotions.