

## 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.

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.

### 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](mailto:lea@lutheran.edu.au) or phone 08 8267 7318.

## 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.

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

### **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.*

<b>Signed</b>	<b>Date</b>
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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](mailto:lea@lutheran.edu.au)**

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](mailto:lea@lutheran.edu.au)  
[www.lutheran.edu.au](http://www.lutheran.edu.au)

## 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

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

<b>Bank Account Name</b>	
<b>BSB</b>	
<b>Bank Account Number</b>	

<b>Signed</b>	<b>Date</b>
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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](mailto:lea@lutheran.edu.au)**