

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, within Australia, for those employed in a full-time permanent teaching role. If you are relocating from overseas, the cost will be covered up to the equivalent of a long-distance domestic transfer.

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 contact 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.

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) domestic economy 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).

**For international transfers, only airfares will be eligible for reimbursement, up to the equivalent value of long-distance domestic economy airfares.*

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