

## 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.

### What is included

The Funds cover the cost of transferring normal household effects, within Australia, for those employed in a full-time permanent teaching role within Australia.

If you are relocating from overseas, the cost will be covered up to the equivalent of a long-distance domestic transfer.

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 four of this pack for further information.

### What is not included

The Funds do not cover:

- removal of **extraordinary items**. For example, items that require specialist removal arrangements, caravans, motorbikes, trailers, pets, pianos, pool tables etc. If you have such items, we recommend you request a separate quotation from the removalists which you will then be responsible for paying.
- **storage** of any or all of your items.
- **insurance cover**. You are responsible for insuring goods in transit. It is highly recommended that you take out Comprehensive Insurance cover for your goods during transit.

### The process

The first step is to complete the attached 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.

### Important information

***Please ensure you read this carefully before submitting your application.***

### Removal dates

As stewards of the Funds, LEA will approve the most competitive quote. While we will work towards your preferred removal date, this means that you may need to be flexible with dates. We therefore recommend that you do not make any arrangements that are dependent on a removal date until we have received confirmation from the removalists.

### Your commitment

When submitting a registration form to request financial support from the Lutheran Education Transfer Funds to take up an appointment at a Lutheran school, you must

agree to the conditions of the Funds. This includes your commitment to reimburse the appointing school for any repayments it is required to make to the Lutheran Educators Transfer Fund if you leave their employment within a two-year service period:

- 100% of the removal costs incurred by the Funds if you leave within six months of commencing employment at the appointing school, or
- 50% of the removal costs incurred by the Funds if you leave after six months but within two years of commencing employment at the appointing school.

### **Additional benefits for remote transfer**

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).

You will need to make your own travel arrangements and bookings, then claim reimbursement of your costs using the form on page four of this information pack.

#### **Please note:**

- Eligibility is based on the remote status of the appointing school.
- Claims can only be reimbursed when accompanied by supporting documentation such as receipts.
- Expenses incurred on arrival at the remote location will not be reimbursed.

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

## 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:

Please tick all boxes and sign below:

- I acknowledge that:
- if I leave the school within 6 months, I will refund 100% of removal costs paid by the fund
  - if I leave the school within 6-24 months, I will refund 50% of removal costs paid by the fund
- I acknowledge that I am responsible for insurance and storage costs
- I understand that removal dates may be determined by the best value for money quote

**Signed:**

**Date:**

---

*An electronic signature is acceptable if returning via email*

**Please return your completed registration form to:**  
**Lutheran Education Australia**  
**139 Frome Street, Adelaide SA 5000**  
 or  
**Email to: [lea@lutheran.edu.au](mailto:lea@lutheran.edu.au)**

ACN 143 905 373

139 Frome Street  
 Adelaide SA 5000  
 T 61 8 8267 7318  
 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. Please fill in this form if claiming for these additional benefits:

- 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).

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.

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

**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>	

**Signed:**

**Date:**

*An electronic signature is acceptable if returning via email*

**Please return your completed claim form to:**  
**Lutheran Education Australia**  
**139 Frome Street, Adelaide SA 5000**  
 or  
**Email to: [lea@lutheran.edu.au](mailto:lea@lutheran.edu.au)**