

TEACHER FAMILIARISATION TOUR

GUIDELINES, TERMS & CONDITIONS

SELECTION PROCESS

- The tour is open to teachers only; partners are not permitted to attend the tour (unless the partner is a teacher and therefore they must apply individually).
- There is a limit of 20 teachers. Teachers who have previously participated in a tour will not be eligible. Preference will also be given to schools who have not sent participants previously.
- A limit of two teachers per school will apply.
- Participants will be required to answer the questions on the application form.
- Participants will be notified of their placement by e-mail.

PARTICIPATION FEE

- The participation fee for teachers requiring flights to Canberra from WA and NT is \$550.
- The participation fee for teachers requiring flights to Canberra from SA, QLD, NSW, VIC and TAS is \$450.
- The participation fee for teachers who provide their own transport to Canberra is \$300.

TRANSPORT

- For those requiring flights, this will be arranged from your closest major Qantas airport. Transport to the airport will be your own responsibility. Further documentation regarding flights will be sent once an application accepted.
- Where possible the most convenient and direct flights will be booked on your behalf, however at our discretion we may choose alternative flights.
- Once booked, Qantas tickets are non-refundable and non-transferable.
- WA and NT participants will be required to arrive the night before the program starts (accommodation will be provided at no extra cost).
- Transfers around Canberra will be as a group using a local coach company.
- Transfers to and from the airport will also be provided.

ACCOMMODATION

- Accommodation is twin share.
- There is an extra cost for participants wishing to have their own room at a rate of \$120 for three nights (or \$160 for 4 nights). This cost will be added to your participation fee or can be invoiced separately.
- A credit card pre-authorisation will be taken at time of check in for all incidentals. Incidentals such as mini bar and phone usage are at the participants own expense.

PROGRAM AND MEALS

- All parts of the Familiarisation Tour are compulsory.
- All meals (dinner, breakfast and lunch) beginning lunch Friday will be provided excluding Saturday night which is a free evening for participants.