

Terms and Conditions for the Relocation Incentive

The Relocation Incentive is designed to support new Health and Community teachers who are relocating to join Bendigo Kangan Institute. The following terms and conditions apply and Bendigo Kangan Institute reserves the right to make changes as necessary.

1. Eligibility

- To qualify for the relocation incentive, the individual must be a new employee who has successfully obtained a teaching position specifically for Health and Community.
- To be eligible for the relocation incentive, the new work location must be over 200 kilometres from your current location.

2. Relocation Process

- Bendigo Kangan Institute will reimburse actual relocation expenses incurred. The employee must provide evidence of payments made, such as invoices and receipts for the costs incurred.
- This is considered a reimbursement rather than assessable income and will be a gross payment taxed accordingly. The reimbursement is generally exempt from fringe benefits tax (FBT) if the costs fall under the relocation exemption categories.

3. Relocation Reward

- The relocation incentive is capped at \$10,000.
- The employee must submit all invoices and receipts as part of one process within the first 6 months of employment.

4. Conditions of Payments

- Relocation costs that can be reimbursed and are exempt from FBT include but are not limited to:
 - travelling with family and pets
 - hiring a removalist
 - travelling to a new location with family
 - rental costs and selling costs
- If the employee leaves Bendigo Kangan Institute within 12 months, they may be liable to repay all benefits received.
- Any disagreements or confusion regarding the terms and conditions of this program should be directed to the People Operations team. Bendigo Kangan Institute's decision will be final and not subject to further discussion.
- Please note that Bendigo Kangan Institute reserves the right to make changes to the incentive program as necessary.



5. Compliance

- Participation in the Program means you agree to these Terms and Conditions.
- By participating in the Employee Relocation Incentive employees agree to follow Bendigo Kangan Institute's policies and procedures.