

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 found online at <http://www.canberraexcursions.org.au/content/subsidised-teacher-familiarisation-tour>
- Participants will be notified of their placement by e-mail.

PARTICIPATION FEE

- The participation fee for teachers requiring flights to Canberra from Northern Qld, WA and NT is \$700 (fee includes accommodation, flights, transfers in Canberra and most meals)
- The participation fee for teachers requiring flights to Canberra from SA, Southern QLD, NSW, VIC and TAS is \$550 (fee includes accommodation, flights, transfers in Canberra and most meals)
- The participation fee for teachers who provide their own transport to Canberra is \$300 (fee includes accommodation, transfers in Canberra and most meals)

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 information 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, NT and North Qld 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 single share.
- 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.