# Relocation Subsidy On first appointment, re-employment or engagement as temporary teacher

Permanent and/or temporary teachers appointed to eligible schools may be entitled to Relocation Subsidy when it is necessary for them to take up a new residence more than 150 kilometres from their existing residence. The list of eligible schools can be found [here](https://education.nsw.gov.au/content/dam/main-education/about-us/careers-at-education/media/documents/relocation_subsidy.docx).

## **Entitlement**

Your entitlement to assistance depends on how far your appointment is from your existing residence:

* 0 to 150 kilometres – No assistance.
* 151 to 200 kilometres – Assistance with the cost of travel only, at the rate of 12 cents per kilometre for the total journey.
* 201 kilometres or more – Assistance with the cost of travel at 12 cents per kilometre (one way) plus assistance at the rate of $1.00 per kilometre (one way) towards the cost incurred to engage a furniture removalist or hire a trailer or van to move personal and household effects.

## **Conditions of Eligibility**

* In all cases the distance factor will be determined by the shortest practical route.
* First class rail travel costs may be refunded on request in lieu of the travel subsidy.
* Motor vehicles used must be comprehensively insured and the policy endorsed to indemnify the Crown.
* You are required to sign an undertaking to repay any amounts received if you fail to complete 12 months of service (for permanent teachers) or the engagement period (for temporary teachers).

**Documentation**

Your claim must include:

* Copy of appointment notice (permanent teachers) or engagement notice (temporary teachers)
* Signed [Relocation Subsidy Claim Form](https://education.nsw.gov.au/content/dam/main-education/about-us/careers-at-education/media/documents/Relocation_Subsidy_Claim_Form.pdf)

The processing of your claim may be delayed if:

* The required supporting documents are not attached
* The undertaking is not signed or is incomplete

**Note:** Relocation subsidy DOES NOT provide reimbursement for expenses, other than travel, which may have been incurred in relation to your first appointment or re-employment (i.e. meals, accommodation, telephone etc. are NOT refundable). **The department does not send out cheques, therefore this will be paid by EFT.**

For more information, please contact your local Educational Network Office.