

# PACER Guidelines

## Objective

The PACER program encourages students' onsite learning about national democratic, historical and cultural institutions. The program will benefit students living further than 150 kilometres from Canberra.

## Funding

The program operates as a rebate which is paid direct to schools after they have met the eligibility requirements for funding. This payment is GST free. The payment is a subsidy and is not meant to cover all costs.

Distances are calculated by road to Canberra using the most favourable travelling routes which are not necessarily the shortest. The website [www.whereis.com.au](http://www.whereis.com.au) will be used to determine this.

Funds are allocated on a per student basis at rates varying according to distance travelled. The distance criteria (zones) are as follows:

Distance from Canberra	Funds allocated per student
150–499 kilometres	\$20
500–999 kilometres	\$30
1,000–1,499 kilometres	\$60
1,500–1,999 kilometres	\$80
2,000–2,499 kilometres	\$120
2,500–2,999 kilometres*	\$150
3,000–3,999 kilometres	\$240
4,000 kilometres and over	\$260

\*includes all students from Tasmania because of additional air/sea travel expenses.

Funds should be used to reduce the costs for individual students. **Schools are encouraged to apply early as applications for funding will be dealt with in order of receipt. As there is a limited amount of funding, teachers are encouraged to apply as early as possible. Each application will be dealt with in order of receipt until funds are exhausted. At this point a waiting list will be created in the case of cancellations.**

## Eligibility

To be eligible for the subsidy, students must be enrolled with a recognised education provider (generally a school) 150 km or more away from the Canberra GPO and be part of a school excursion group whose principal purpose for travelling to Canberra is to enhance student learning in civics and citizenship education.

School groups whose principal purpose for visiting the National Capital is to engage in sporting or social activities are NOT eligible for funding.

A student is only eligible for the subsidy once per calendar year and the onus is on the school to ensure that each student for whom the funding is claimed has not, to the best of the school's knowledge, received the subsidy previously. Teachers or other adults accompanying the students are not eligible for a rebate. Funding will be available to students in years 4-12 only.

Teachers will need to submit an application at least three weeks prior to the excursion. To be eligible for the subsidy, prior approval must be obtained\*.

On approval of your application, teachers will be provided with appropriate paperwork to complete.

## Requirements

Unless otherwise agreed by the Department, students are required to visit:

- Parliament House (including taking a guided educational tour, and wherever possible, participating in a Parliamentary Education Office Program and meeting their local Member/Senator);
- Old Parliament House (OPH) (including undertaking an educational program at the Museum of Australian Democracy at Old Parliament House and/or the National Electoral Educational Centre);
- The Australian War Memorial; and
- Other national civic institutions where possible (bookings must be made at the above venues before submitting an application).

Teachers must ensure:

- Funding provided and activities undertaken are reported in your school newsletter or equivalent (sample letter available);
- Use of current Civics and Citizenship education resources in preparation for the visit;
- Civics and Citizenship unit/course outlines or equivalent are provided;
- The paperwork provided on approval of PACER application is completed and returned within six (6) weeks after the excursion.

\*Schools which have late applications rejected may seek a review by the Department

# Application Form

The Parliament and Civics Education Rebate (PACER) Program provides a travel subsidy for Year 4-12 students across Australia to visit **Parliament House, Old Parliament House and the Australian War Memorial** and other national institutions as part of their civics and citizenship education.

- **Teachers should read the guidelines on the reverse of this application form carefully before completing the form.**
- One form is to be completed per school if more than one school is involved in a travel group.
- To calculate distances please use [www.whereis.com.au](http://www.whereis.com.au)

**A COPY OF THE EXCURSION ITINERARY WITH CONFIRMED BOOKING TIMES MUST BE ATTACHED TO THIS FORM.**

Name of School: \_\_\_\_\_

Postal address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Contact person: \_\_\_\_\_ Teacher in charge of tour: \_\_\_\_\_

Email (contact person): \_\_\_\_\_

School email: \_\_\_\_\_

Distance from your school to Canberra (by road using [www.whereis.com.au](http://www.whereis.com.au)): \_\_\_\_\_ km

Coach/bus/airline company: \_\_\_\_\_

Date of visit to Canberra Arrive: \_\_\_\_\_ Depart: \_\_\_\_\_

Number of eligible students on excursion: \_\_\_\_\_ Number of adults accompanying excursion: \_\_\_\_\_

Please enter the number of students in each year level travelling to Canberra:

Year 4: \_\_\_\_\_ Year 5: \_\_\_\_\_ Year 6: \_\_\_\_\_ Year 7: \_\_\_\_\_ Year 8: \_\_\_\_\_

Year 9: \_\_\_\_\_ Year 10: \_\_\_\_\_ Year 11: \_\_\_\_\_ Year 12: \_\_\_\_\_

How/where did you hear about the rebate? \_\_\_\_\_

IMPORTANT:  I have read and understand the PACER Guidelines.

The Parliament and Civics Education Rebate is supported by the Australian Government.

**Privacy Notice:** Information on this Form is collected in order to be used by BUSY At Work in relation to administering the PACER program. Information on this form may also be provided to the Department. Any personal information contained in this form will be used only for the purpose of administering the PACER program, and will not otherwise be disclosed without your consent unless where authorised or required by law.