



New South Wales Professional Skaters' Association Incorporated

NSWPSA Training & Seminar Subsidy Policy

ELIGIBILITY AND APPLICATION GUIDELINES

New South Wales Professional Skaters' Association Incorporated (NSWPSA) Training and Seminar Subsidy provides an opportunity for NSWPSA members to access financial support to participate in International and National* training and seminars being offered.

*National refers to NSWPSA approved seminars within Australia that are not a NSWPSA run or subsidised event.

Applications for support are subject to eligibility, approval, and the financial viability of the Association to offer support.

Eligibility

You are eligible to apply for NSWPSA Training & Seminar Subsidy if:

- You are a current financial member of NSWPSA for at least 2+ years.
- All levels of coaching accreditation considered subject to period of membership.
- The Training/Seminar you have selected will directly improve your coaching, and
- The Training/Seminar is an approved course by NSWPSA.

Subsidy Limitations

- Only one subsidy per individual NSWPSA member will be considered for a selected training course/seminar event.
- The number of subsidy/grant applications per individual per year will be limited.
- Due to the popularity of some training courses and seminars, NSWPSA may offer a **partial subsidy** rather than the full application amount.
- The training course and seminar cannot be part of a course of core training requirements for your coaching accreditation.
- **Applications close 30 days** from the completion of the seminar/training event.

Funding Reimbursement Limitations

NSWPSA Training & Seminar Subsidy is a reimbursement grant offer. This means successful applicants are reimbursed for the approved amount of funding following the training activity.



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The reimbursements are capped for Training & Seminar subsidy grants:

- Training & Seminar course cost reimbursements are **capped at \$450 (GST inclusive)**.
- Travel and accommodation reimbursements are considered if the training/seminar is more than 100km from your workplace.
 - Travel by air for International or National is considered and **capped at \$250 (GST inclusive)** (Subject to attending specifically for the training/seminar – not applicable if already attending a competition)
 - Accommodation is reimbursed at a maximum of **\$150 (GST inclusive)** per night for the period of the Training & Seminar course dates attended. (Subject to attending specifically for the training/seminar – not applicable if already attending a competition)
 - If additional night accommodation for training/seminar is outside of a competition being attended, reimbursement will be considered.
 - If eligible for travel and accommodation, total reimbursement (including course costs and travel and accommodation) under this Training & Seminar subsidy grant is capped at **\$900 (GST inclusive)** (the \$450 (GST incl) cap for course costs still applies).
- **Costs not eligible for reimbursement:**
 - Lost income and meal allowances are not considered for reimbursement.
 - Taxis and airport transfers are not eligible for reimbursement.
 - Travel insurance is not eligible for reimbursement.

How to apply

1. Complete the NSWPSA Training & Seminar Subsidy Application Form (see NSWPSA website / Policy Documents & Forms)
2. Supply training/seminar course details, confirmation of registration/attendance, payment confirmation and any travel and accommodation costs being requested for reimbursement. Copies of receipts of your payment (i.e. with a balance showing owing of \$0.00) of training course/seminar related expenses. Unpaid invoices from training/seminar/travel/accommodation providers are not sufficient proof of payment.
3. Your itemised tax invoice to NSWPSA. This tax invoice must include:
 - (a) A valid ABN
 - (b) Itemised expenses (identifying GST).
 - (c) The funds claimed must not exceed the amount approved under the subsidy/grant application.
 - (d) Bank account details for subsidy payment.



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How you are notified of the Application outcome

The NSWPSA Committee will consider all applications and review the members application, eligibility and documents provided for approval. NSWPSA will notify the applicant of the outcome of the application and allocate funding reimbursement if successful.

How you will be reimbursed

You will be reimbursed via EFT on receipt of the above-mentioned documents. **Payment will only be made to the NSWPSA financial member approved applicant.** Your bank details should be provided on your tax invoice submitted with your Reimbursement form.

Cancellations and unused Subsidy Grant

NSWPSA is unable to reimburse any training course or seminar related expenses if the event has not been attended.

Approved subsidy/grants are not transferable to another person, or to any other training course or seminar unless NSWPSA receives a request in writing from the applicant, and this request is approved in writing by NSWPSA. A new application may be required.

NSWPSA is not responsible for any training course or seminar cancellations or rescheduling by external training/seminar organisers and is unable to act on behalf of the applicants for training courses and seminar registrations, travel or accommodation bookings.

For more information

For any queries on the NSWPSA Training & Seminar Subsidy Policy, email nswpsa_president@apsa.net.au or nswpsa_secretary@apsa.net.au