

PACER Program

Eligibility and Requirements



Australian Government
Department of Education,
Skills and Employment

Objective

The Parliament and Civics Education Rebate (PACER) Program supports students' on-site learning about national democratic, historical and cultural institutions in Canberra in order to improve their understanding of Australian democracy. The intent is for young people to complete school with the skills they need to succeed as active and involved citizens. All PACER approved national institutions provide educational programs that directly align to the Australian Curriculum.

Rebate

The PACER Program provides some financial assistance for students in Years 4-12 across Australia to travel to Canberra. The rebate is a subsidy paid direct to schools once they have met program eligibility and requirements (see section below for further information on schools eligibility and requirements) and is not intended to cover all travel costs. This payment is GST free and must be used to subsidise the cost of travel to Canberra for individual students.

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

Distance from Canberra	Rebate allocated per student
150 – 499 kilometres	\$ 20
500 – 999 kilometres	\$ 30
1,000 – 1,499 kilometres	\$ 60
1,500 – 1,999 kilometres	\$100
2,000 – 2,499 kilometres	\$150
2,500 – 2,999 kilometres*	\$200
3,000 – 3,999 kilometres	\$310
4,000 kilometres and over	\$340

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

Schools on islands in remote locations (as determined by the Australian Bureau of Statistics in its classification of Remoteness) receive an additional \$120 per student plus their allocated distance rebate. See the Frequently Asked Questions (FAQs) for the list of eligible islands.

The zone the school qualifies for will be calculated from the location of the school to Canberra GPO. Distances by road to Canberra are calculated using the most favourable travelling routes, these may not be the shortest routes. The website www.whereis.com.au is used to determine traveling routes.



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Eligibility

To be eligible for the rebate, students must be enrolled with a school (that is a registered education provider) 150 kilometres or more away from the Canberra GPO. Students must also be part of a school excursion group whose principal purpose for travelling to Canberra is to enhance student learning in civics and citizenship that aligns with the Australian Curriculum.

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 rebate 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 rebate previously.

Funding will be available to students in Years 4-12 only. Teachers or other adults accompanying the students are not eligible for a rebate.

To be eligible for the rebate, prior approval must be obtained by the school. Schools are responsible for submitting an application for their students attending the excursion at least three weeks (3) prior to the start date of the excursion. Schools which have late applications rejected may seek a review by the Australian Government Department of Education, Skills and Employment.

On approval of the application, schools will be provided additional paperwork to complete and return post excursion. This includes a visitation form, which **must be stamped** for each school group by each institution visited. The paperwork required, after the excursion is completed, must be returned within six (6) weeks. This includes stamped visitation forms, bank details, civics and citizenship education resources and acknowledgement of the rebate funding to be reported in the schools newsletter.

Requirements

To qualify for PACER, a school excursion is required to visit three of the four mandatory national institutions. These are:

- **Parliament House** (including taking a guided educational tour, and wherever possible, participating in a Parliamentary Education Office Program and meeting their local Member/Senator);
- the **Australian War Memorial** (including booking an education program or self guided tour);
- the **Museum of Australian Democracy** and/or the **National Electoral Education Centre** (including booking into an education program offered).

In the event that a mandatory institution is fully booked, we require evidence of this in writing, then a school can request to attend one of the following non-mandatory national institutions:

- Government House
- High Court of Australia
- National Archives of Australia
- National Portrait Gallery
- National Museum of Australia

School excursion groups are encouraged to visit other national civic institutions whilst in Canberra.

Further information on the bookings process and PACER programs relevant at each institution can be found [here](#).

Schools must ensure:

- Approved PACER education programs are pre-booked (check with each institution) and details of the schools' civics and citizenship education unit are provided. This should include the use of current civics and citizenship education resources prior and post visit;
- Rebate funding provided and activities undertaken are reported in the school newsletter or equivalent ([sample template](#) available);
- Funds are used to subsidise students PACER excursion travel costs (including meals and accommodation); and
- The paperwork provided on approval of the PACER application is completed and returned within six (6) weeks of the excursion (includes any school holiday period within the 6 weeks). In some circumstances, late applications may be considered by the Australian Government Department of Education, Skills and Employment.

Schools are encouraged to apply early, as applications for funding will be dealt with in order of receipt. There is a limited amount of funding available for PACER excursions each year so applying as early as possible will help ensure access to funding as funds are less likely to have been exhausted. A waiting list is created in the case of cancellations, should funding be expended

Application Form



Australian Government
**Department of Education,
Skills and Employment**

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

- **Teachers should carefully read the eligibility and requirements form that came with this application form 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 whereis.com.

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 whereis.com): _____ 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 Program Eligibility and Requirements.

Please complete all details then forward the application and confirmed itinerary to:

PACER
PO Box 1465, Email: pacer@busyatwork.com.au
Southport QLD 4215 Fax: 07 5585 4494
www.pacer.org.au Ph: 1300 368 248

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 of Education, Skills and Employment. 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.