



## Terms and Conditions

### General:

1. Schools may not use The Creative Learning Schools Engagement Program if the school's transport or tickets are already being subsidised by another organisation, funder or government department.
2. ICSEA ratings are based on parents' occupation and education, a school's geographical location and proportion of Indigenous students. It was developed by Australian Curriculum Assessment and Reporting Authority. Geelong Arts Centre does not have any control over a school's ICSEA rating.
3. The school accepts full responsibility for supervising all students and members of their school group for the entirety of the Creative Learning Program.
4. The school must ensure that all students, teachers and other school staff hold a relevant Working With Children Check and as such are able to comply with the Geelong Arts Centre [Child Safe Policy](#).
5. All members of school groups will adhere to the Conditions of Entry as outlined in the [LPA Ticketing Code Of Practice](#)

### Bus Subsidy Reimbursements

6. Schools are responsible for booking their own bus transport with their preferred supplier. Geelong Arts Centre **will not** be making bus bookings directly with suppliers on behalf of schools.
7. Along with the Schools Engagement Program Bus Subsidy Application Form, schools are required to provide proof of bus travel costs. This should be in the form of a formal quote document or a verified email from the schools preferred supplier. Applications without a valid quote will not be considered.
8. At the conclusion of the approved event, the school will be required to send an invoice to [creativelearning@geelongartscentre.org.au](mailto:creativelearning@geelongartscentre.org.au) for the approved subsidy amount to enable Geelong Arts Centre to reimburse the school.
9. To enable payment, all schools claiming a bus subsidy must be registered as a supplier of the Geelong Arts Centre. This will require the school to be onboarded via EFTSure. Schools who do not complete their required financial verification steps via EFTSure will not be paid.

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10. The Creative Learning Access Program does not reimburse fuel costs or parking costs.

#### Ticket Subsidy

11. All approved Creative Learning program tickets will be provided directly to schools via the Geelong Arts Centre's Box Office.
12. Applications for subsidised tickets should be made at least six weeks prior to the event date.
13. Any changes to approved subsidised tickets are subject to availability and are made at the discretion of the Creative Learning Team. In the case where an adjustment to ticket numbers needs to be made, please notify the Creative Learning Team as soon as possible at [creativelearning@geelongartscentre.org.au](mailto:creativelearning@geelongartscentre.org.au).
14. Access Program funding and tickets are limited. Any schools with tickets who do not use them will be considered to be taking advantage of the program and will be liable for a **late cancellation fee**.
15. Geelong Arts Centre must be notified of any requests to cancel a subsidised ticket booking as soon as possible by the school. Where Geelong Arts Centre is notified of a cancellation with ample time and tickets can be reallocated to another school, the cancelling school will not be liable for a cancellation fee.
16. In the case of an emergency cancellation on the day of an event, please contact the Box Office on 1300 251 200.

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