**Agreement** between Federation University Australia, herein after the University, and

|  |  |
| --- | --- |
|  | , an employee of the University. |

It is agreed that the University will deduct the employee’s Living Away From Home Allowance (LAFHA) from pre-tax salary. The pre-tax deduction will then be paid as a Living Away From Home Allowance.

The Living Away From Home Allowance will be paid into the employee’s bank account as part of the normal University payroll cycle.

It is acknowledged and agreed by the employee that whilst undertaking these salary packaging arrangements:-

1. The University may at any time revoke these arrangements in which case my salary will be restored to the full level;
2. It is not compulsory, but I also acknowledge that the University has recommended that I seek independent financial advice

|  |  |
| --- | --- |
| **AMOUNT TO BE SALARY SACRIFICED $** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed by employee** |  | **Date:** |  |

|  |  |
| --- | --- |
| Full name of employee |  |

This Agreement shall commence on the first full pay period after the date the delegate signs and returns this Agreement. The amount will be divided over the equivalent numbers of pay periods the employee is away on the Outside Study Program.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed on behalf of  Federation University |  | Date: |  |

**Note:** The information on this form is collected for the primary purpose of managing your Living Away From Home Allowance (LAFHA). If you choose not to complete all the questions on this form, it may not be possible for Human Resources to make the arrangements you are requesting. Personal information may also be disclosed to any relevant authorities including, but not limited to, the Australian Tax Office. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at [privacy.officer@federation.edu.au](mailto:privacy.officer@federation.edu.au).