

CONFERENCE SUBSIDY

THE AIM

The aim of the conference subsidy is to ensure that the SEO Association's annual conference is within the reach of all executive officers who are financial members of the Association. The National Executive has set aside a fund for this purpose.

COSTS THAT ARE ELIGIBLE FOR SUBSIDY

Executive officers can apply to have up to 50% of costs reimbursed as follows:

- **Travel**
- lowest airfare level or km mileage claim. Airfares are based on fares applicable on the closing date for application for conference subsidy.
- **Accommodation**
Accommodation is based on shared (twin or triple) room rate and this subsidy will be paid for up to three nights at the designated conference hotel.

A school is eligible to receive a subsidy for their current executive officer twice in any five year period and is limited to one person per school each claim. The subsidy does not apply to meal or registration costs, or transport to and from airports.

A school may apply for a subsidy for executive officer when:

- An existing member has paid their subscription by 31 March.
- The executive officer is a new association member and the person in the position at the school in the previous year was a financial member of the association.
- A qualifying period of one year applies to all other new members.

APPLICATION PROCESS

Download the form from the SEO website: www.seo.org.nz/forms

- Applications must be made using the official application form and emailed with other required documentation to administrator@seo.org.nz
- The application must be signed by either the Principal and/or the Board of Trustees Chairperson.
- A letter is to be attached outlining the reasons for the application.

Applications close on 1st May

All applications are treated with strictest confidence