

SALARY PACKAGING APPLICATION FORM – Take a Seat

PLEASE COMPLETE AND EMAIL TO:

Advancement Office, Division of External Engagement, development@adelaide.edu.au

This form will then be provided to Human Resources for processing.

This form should be used by continuing or fixed-term staff to apply for salary packaging for the Elder Conservatorium Take a Seat.

STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)

Staff ID: _____ School/Branch: Work phone:.....
 Title: Family name: Given names (in full):

CLAIM DETAILS

Elder Hall, a place to celebrate the wonder of music for more than a hundred years, is the heart of the Elder Conservatorium of Music.

To preserve and enhance this experience for generations to come, I am dedicating a seat plaque in Elder Hall, which will enable the refurbishment of an iconic space.

Seats available for dedication are: A Reserve seat: \$1,500 and Premium seat: \$3,000

I would like to donate:

- A Reserve plaque/s at \$1,500 each
 Premium plaque/s at \$3,000 each

I would like to inscribe my plaque/s as follows:

Plaque 1

- Donated by Dedicated to In memory of

Name on the plaque (max 50 characters) _____

Plaque 2

- Donated by Dedicated to In memory of

Name on the plaque (max 50 characters) _____

Total amount \$ _____

To be paid over _____ pay periods

Starting from:..... (or next available pay period)

Please contact the Advancement Office on 8313 5800 to arrange more than two plaques.

AGREEMENT FOR SALARY PACKAGING FOR TAKE A SEAT

Staff Member

- I have read and understood the terms and conditions and agree to abide by the provisions contained therein, which may be varied from time to time;
- The University has advised me that I should seek independent financial advice before proceeding with any salary packaging arrangements and the University accepts no liability should I fail to seek financial advice and/or for any financial advice that I have independently sought.
- The University accepts no liability should I incur additional income tax or other costs now or in the future as a result of this salary sacrifice arrangement.
- In the event of any Fringe Benefit liability or penalties incurred by the University as a result of this salary sacrifice arrangement, I agree to reimburse the University the full cost of these charges.

Signature:..... Date:.....

Remuneration and Benefits Handbook	Salary Packaging Application Form	Effective Date:	24 January 2022	Version 1.0
Authorised by	Director, Human Resources	Review Date:	23 January 2023	Page 1 of 2
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Terms & conditions

1. The "Take a Seat Campaign" is a fundraising campaign being undertaken by the University of Adelaide for the refurbishment and ongoing maintenance of Elder Hall.
2. Seats in the Elder Hall, University of Adelaide's North Terrace Campus are available for 'purchase' under this campaign, whereby a plaque to your nominee will be placed on the purchased seat(s).
3. The price to purchase a seat is \$3K for the Premium section and \$1.5K for the A-reserve section.
4. The purchase of a seat in Elder Hall is a philanthropic donation and **does not**:
 - a. give you legal ownership of the seat or the land on which the seat is located
 - b. entitle you to admission to performances
 - c. entitle you to the seat with your plaque on it when purchasing a ticket for any performance in Elder Hall.
5. 100% of your donation will go towards supporting the Elder Hall refurbishment and ongoing maintenance.
6. Donations over \$2 may be tax deductible.
7. Please retain a copy of your receipt for taxation purposes (if the University is providing a receipt) and always seek independent financial advice.
8. An engraved plaque will be installed on the back of the purchased seat in recognition of your donation.
9. The plaque and seat may not look exactly as per the annotated model on the website.
10. The allocation of plaques to seats within specified sections (Premium or A-Reserve) will be made by the University.
11. Where possible, when multiple seats are 'purchased', the University will endeavour to, but cannot guarantee, to place plaques on consecutive seats.
12. The wording of the message on the plaque is subject to approval by the University of Adelaide, and must be prefixed with: 'in memory of', 'donated by' or 'dedicated to'.
13. The message on the plaque must not exceed 50 characters.
14. The plaque will remain in place for a minimum of 10 years.
15. If you leave the University of Adelaide prior to the plaque being paid in full, the amount will be deducted from your final pay.

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