**Accommodation and Subsidies**

### Welcome to the forthcoming 2025 WISE Residential. Below are outlined relevant updates for you to commence planning for your attendance of the two-day event.

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| **Location** | **Date and Time** |
| Victorian Academy of Teaching and Leadership,41 St Andrews Place, East Melbourne, 3002 | Monday 13 October 2025 Tuesday 14 October 2025  Registration commences from 8am |

### Accommodation

Hotel suggestions below is within walking distance to 41 St. Andrew’s Place. Please note that rooms are subject to availability so plan and book early.

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| **Punthill Apartment Hotels - Manhattan**57 Flinders Ln, Melbourne VIC 3000(03) 9659 3777<https://punthill.com.au/hotels/punthill-manhattan/>*6-minute walk to Academy East Melbourne* | **City Limits Hotel**20-22 Little Bourke St, Melbourne VIC 3000(03) 9088 5191<https://www.citylimits.com.au/>*8-minute walk to Academy East Melbourne* |
| **Citadines on Bourke Melbourne**131-135 Bourke St, Melbourne VIC 3000(03) 9039 8888<https://www.discoverasr.com/en/citadines/australia/citadines-on-bourke-melbourne>*10-minute walk to Academy East Melbourne* | **Hotel Grand Chancellor Melbourne**  131 Lonsdale St, Melbourne VIC 3000  (03) 9656 4000  <https://www.grandchancellorhotels.com/hotel-grand-chancellor-melbourne>  *14-minute walk to Academy East Melbourne* |

### Accommodation and Small School Subsidies

Accommodation subsidy is extended to selected participants. As per [the Fees and financial support guidance](https://www.academy.vic.gov.au/professional-learning/fees-financial-support), the Academy offers an accommodation subsidy for participants from Victorian government schools that are 100 kilometres or further from the venue where the workshop is being delivered.

That means:

* Network Chairs from schools more than 100km away from 41 St Andrews Place can claim accommodation subsidy of up to $150 for each day of attendance.
* Network Chairs from schools with less than 100 students can apply for a small school subsidy.

**What is included in the subsidy?**

The subsidy contributes to the cost of:

* Accommodation
* Meals breakfast etc
* Travel (public transport) and
* Parking.

*NB: Fuel is not an approved expense.*

It is the responsibility of the school or participant to secure the booking and pay for accommodation and travel expenses. Only the school register can claim your accommodation or travel related expenditure after attending the course.

**What to include in the claim for the accommodation subsidy?**

To claim the accommodation subsidy, the school register must:

* provide all related evidence of expenditure including tax invoices and receipts as supporting evidence of expenditure for accommodation or travel
* make claims within six (6) months of attendance at the Academy professional learning

The subsidy is paid to the school, not the individual participant. Claims are subject to confirmation of attendance and evidence of expenditure.

The Academy is unable to provide accommodation subsidies to DET regional staff.

**How to apply for the Accommodation subsidy?**

Network chairs within or more than 100km can claim the accommodation subsidy. To apply for the accommodation subsidy [Click here](https://www.surveygizmo.com/s3/3920218/Accommodation-Subsidy)

**How to apply for the small school subsidy?**

Network Chairs from schools with less than 100 students can apply for the small school subsidy.

The subsidy covers the costs of employing a Casual Relief Teacher (CRT). It is the school’s responsibility to book and pay for the CRT and then claim the subsidy after the participant attends the course.

Small schools can claim both the accommodation subsidy and the small school subsidy. Apply for small school subsidy [Click here](https://www.surveygizmo.com/s3/3920401/Small-School-Subsidy)

### More information

For more information on fees and financial support, please refer to the Academy webpage via <https://www.academy.vic.gov.au/professional-learning/fees-financial-support>

Please contact [academy.reimbursements@education.vic.gov.au](mailto:academy.reimbursements@education.vic.gov.au) if you have any queries about subsidies.