

SALARY PACKAGING APPLICATION

In House Benefits – Sport & Fitness Centre

I request Victoria University to make the deductions detailed below from my gross salary in return for Victoria University providing the in house benefits detailed below. I have read and understood, and I agree to abide by, Victoria University's Salary Packaging guidelines (which are located at: <http://intranet.vu.edu.au/hr/SalaryPackaging.asp>), as they may be varied from time to time.

EMPLOYEE DETAILS:

Employee Number: _____ Email Address: _____@vu.edu.au
Surname: _____ First Name: _____
Department: _____ Campus: _____ Ext: _____

DETAILS OF VU BENEFITS TO BE SALARY PACKAGED:

ActiVe U Memberships

Aquatic & Fitness Centre (Footscray Park) - Users also have access to St. Albans and Werribee

Basics (\$39.20) Focus (\$48.40) Aquatics Only (\$27.80)

St. Albans Membership

St. Albans Gym (\$35.85) SA Gold (\$39.20)

Werribee Membership

Werribee Gym (\$32.95) WE Gold (\$39.20)

Additional

VU Lockers (permanent) (expense processed via reimbursement – HR17)

I request that the deductions for membership take effect from: / /201 but I acknowledge that this is a preferred date only and that salary packaging may commence after this date.

EMPLOYEE DECLARATION:

I acknowledge and agree that:

- this application must be approved by Victoria University before the benefits above are purchased as these salary packaging arrangements can only apply prospectively not retrospectively;
- Victoria University may terminate this salary packaging arrangement at any time and for any reason (including, without limitation, if Victoria University is unable to make deductions detailed above from my gross salary);
- I have been strongly encouraged by the University to obtain independent financial advice before entering into these salary packaging arrangements; and

I also acknowledge and agree that:

- if I wish to change or cease these salary packaging arrangements in line with the membership contract terms which state a minimum term of three months for all memberships, it is my responsibility to advise the relevant Sport and Fitness Centre – who will in turn, notify the People and Culture Department. Until such time, Victoria University will continue to make the fortnightly deductions detailed above (if any) from my gross salary;
- if I cease employment at Victoria University, Victoria University will be entitled to deduct any monies owing in respect of this salary packaging arrangement from my salary and from any other amounts payable by Victoria University to me (including, without limitation, any payments in lieu of leave); and
- these salary packaging arrangements will be unaffected if I am absent due to being on any form of paid leave. However, I undertake to give the Salary Packaging branch at least 30 days prior notice if I intend to take any unpaid leave or any leave other than full paid leave.

Employee Signature

Date

HR Use Only:

Eligibility to salary-package: Yes No

Checked by: _____ Date Received: ____ / ____ / ____