

**VICTORIAN INSTITUTE OF TEACHING**  
**Application for Waiver – Inactive Registration**

**Before completing this form, please read the attached guidelines.**  
**All sections of this form must be completed.**

PERSONAL DETAILS		OFFICE USE ONLY
VIT REGISTRATION NO:		Reg Status
SURNAME		Expiry Date
FIRST NAME		
OTHER NAME		
ADDRESS		Renewal Date
POSTCODE		Approval Y/N From
TELEPHONE NUMBERS	HOME:	Sign off
	MOBILE:	Officer/Date
	WORK:	
EMAIL ADDRESS		
I wish to apply for an inactive waiver and will not be seeking work as a teacher/principal for reasons of illness or caring for family members:		
Date ceased paid work as a teacher/principal in a Victorian school      ___/___/___		
Date you intend to return to work as a teacher/principal in a Victorian school      ___/___/___		
Reason for ceasing work (eg illness, caring for family). ..... ..... ..... .....		
<b>Please attach a copy of the letter granting you leave without pay or other documents showing the reason that you are not currently employed as a teacher/principal – for reasons of family caring or illness.</b>		
<b>Declaration and Acknowledgement</b>		
a) I have not been/will not be in receipt of paid employment as a teacher during the waiver period. b) I am not currently teaching for reasons of illness or because I am caring for family. c) My current VIT card is attached. d) I acknowledge that if the Victorian Institute of Teaching waives payment of my annual registration fee, my registration as a teacher will be recorded on the Register of Teachers as ‘inactive’ and I cannot return to work as a teacher/principal OR undertake emergency/casual relief teaching in a Victorian school during the period in which payment of the fee is waived.		
Signature:		Date:

Please send form and all attachments to:

Victorian Institute of Teaching  
PO Box 531  
Collins St West, VIC 8007

For further information, please contact the Institute on 1300 888 067

## **SUMMARY GUIDELINES WAIVER OF THE ANNUAL REGISTRATION FEE INACTIVE REGISTRATION**

### **Not currently seeking work as a teacher/ principal for reasons of illness, or caring for family members.**

The Institute will consider applications for the waiver of the annual registration fee for a registered teacher who will not be teaching for family or sickness reasons.

These teachers may seek a waiver of their annual registration fee for a period of up to 2 years, while maintaining an 'inactive registration' status with the Institute.

A teacher applying for waiver of the annual registration fee must return their current registration card in acknowledgement that they will not be seeking employment in a Victorian school. A teacher will instead be issued with an inactive registration card for the period of their inactive registration. This will allow the person to provide evidence of suitability of working with children – for example in a voluntary capacity – under *the Working With Children Act 2005*, but not to work as a teacher in a Victorian school.

Beyond the 2 year limit, teachers may:

- re-activate their registration status; or
- cease to be registered with the Institute; or
- reapply for waiver of the registration fee.

Please note, that where the period of a waiver includes the date on which the renewal of the teacher's registration comes due, then the teacher must satisfy the registration renewal requirements at that date.

To re-activate registration earlier than the period for which the waiver was granted, you must advise the Institute in writing.

An invoice will automatically be generated at the end of the waiver period. Once you have paid the annual fee and met all registration requirements, a new registration card will be issued.

To apply for a waiver of the annual registration fee, please complete the form *Application for Waiver: Inactive Registration* and attach any relevant documents.

Pro-rata refunds will be only granted for periods of 3 months or more.

The Institute's waiver policy is available from the Institute's website < [www.vit.vic.edu.au](http://www.vit.vic.edu.au)>

Applicants will be notified as quickly possible of the outcome of their application.