

### **Purpose of the Scheme**

In accordance with the *Education (General Provisions) Act 2006*, the cost of providing instruction, administration and facilities for the education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.

Parents/carers are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme (SRS) that enables a parent/carer to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.

A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

### **Benefits of the Scheme**

The purpose of the scheme is to provide the parent/carer with a cost effective alternative to purchasing the prescribed textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.

The scheme also ensures that students have consistent personal resources for their education, and saves the parent/carer time and money in sourcing the prescribed materials elsewhere.

The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

### **Participation in the Scheme**

Participation in the scheme is recommended, although there is no obligation on a parent to participate in the scheme. A parent's decision to participate or not is based on consideration of the value afforded to them by the scheme.

The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the scheme.

If a parent/carer chooses to participate in the scheme and completes the Participation Agreement Form, a participation fee will be due and payable by the parent/carer for the items provided by the scheme to the student.

Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school's debt collection processes.

A parent/carer who does not wish to participate in the textbook and resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Textbook Office. Arrangements will be made for the parent/carer of students in Years 7 to 12 or of secondary education age to be paid the value of the Textbook and Resource Allowance for each of their eligible children.

A parent/carer who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme, to enable the student to engage with the curriculum.

### **Parents and Citizens' Association Support of the Scheme**

The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents/carers are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

### **Payment Options**

**Payment of the Student Resource Scheme may be made in full or payment of the \$100 first instalment together with a signed Pay by Instalment Plan form as indicated on the Participation Agreement Form. The school requires the minimum of \$100 first instalment upon enrolment or prior to beginning the new school year for each returning student.**

**Payments and payment plans may be arranged by the school Textbook Office which is located between the Canteen and Uniform Shop (follow the blue line from Administration Office). Payment of the SRS may be made by Centrepay deduction (arranged through the school), EFT (electronic funds transfer), EFTPOS (Debit Card; MasterCard; Visa), cheque, cash or BPoint.**

**For payment made by direct deposit (EFT) into the school's bank account (BSB 064433 A/c No. 00094127) please ensure that the EFT payment reference clearly includes the student's name. The acknowledgement from your financial institution of the successful electronic transfer of funds should be printed and retained as your record of payment.**

Textbook Office ☎ 4636 7576 or 4636 7508

For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent/carer for future reference and possible taxation purposes.

### **Parents/Carers Experiencing Financial Difficulties**

Parents/Carers wishing to participate in the Student Resource Scheme and experiencing financial hardship are encouraged to contact our Textbook Office staff to discuss how their financial obligations may be met throughout the school year or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.

The onus of proof of being so affected is on the parent/carer, and might include a current Health Care Card or other evidence to establish financial hardship.

Any concessions given to the participation fee will be at the discretion of the Principal.

### **Terms and Conditions of Participation in the Scheme**

For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to parent/carer is a reference to the independent student.

Where a parent/carer chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent/carer to the Student Resource Scheme.

In return for payment of the participation fee, the scheme will provide the participating student with textbooks and/or resources, consumables and materials as listed.

- class sets of prescribed textbooks for each subject studied which are distributed to students for full year use (please note that not all texts are available from local booksellers) and their maintenance
- administration of the Student Resource Scheme
- other student reference books (eg. a novel that may be given to students for six weeks); magazines; online database access
- \$5 printing per student
- consumables such as photocopied workbooks
- photocopies of printed class notes (excluding colour photocopies and student's personal photocopying)
- student diary
- student ID card (with photo)
- locker hire
- Pastoral Care (guest speakers, photocopying)
- sport – carnival bus and venue costs (not Tuesday afternoon sport)

Payment of the participation fee is to be made according to payment options.

Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent/carer from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.

Without limiting any other action the Principal may take in accordance with these terms and conditions, the Principal may withdraw a student's participation in the scheme due to non-payment of a participation fee, and/or may require the return of items provided by the scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.

The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.

Where participation fees are overdue, the Principal has the discretion to exclude a student from a subject that attracts an additional fee or optional extracurricular school activity eg. ski trip, camps, senior formal, musical, sporting events such as Pedal Prix, All Schools Touch, Volleyball Schools Cup. A parent/carer who has joined the scheme is required to have:

- fully paid SRS (textbook and resource fees); or
- paid the SRS fees up to and including the term in which the school activity takes place; or
- have made regular on-going payments towards the SRS fees, as previously arranged with the Business Manager.

The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.

All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent/carer will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.

Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Textbook Office shall be notified immediately of the loss or negligent

damage to any issued item. Where an issued item is lost or negligently damaged, parents/carers will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent/carer.

The parent/carer is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated in the *Curriculum Information Booklet* or otherwise advised by the school.

If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.

If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent/carer, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.

As the scheme operates for the benefit of participating parents/carers and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents/carers choose not to participate in the scheme

#### **Lock Provision Scheme**

This scheme has been set up to provide better security and convenient access for student materials and belongings. Students are not permitted to carry school bags from class to class. School bags are required to be kept in the student locker provided at all times.

A quality combination lock is provided to the student although it remains the property of the school. This lock will be a student's responsibility for the duration of his/her school years at Centenary Heights. If lost/misplaced another lock will be issued and the amount billed to the student's account

School staff will empty any locker not emptied by the end of the year. Please note all students are required to clean out their lockers at the end of every year and take all belongings home.

In the event that the student finalised their enrolment at Centenary Heights, the lock is to be returned to the Textbook Office.

#### **Forms**

SRS Participation Agreement Forms are available from the Textbook Office or download [www.centheighshs.eq.edu.au](http://www.centheighshs.eq.edu.au) (Support and resources – Payments)

#### **Refund Guidelines for Excursions and Camps**

At Centenary Heights State High School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If parents/carers wish to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school Textbook Office.

*It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.*

#### **Textbook and Resource Allowance**

The Queensland Government provides financial assistance to parents/carers of students in Years 7 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents/carers have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school's Student Resource Scheme. This option is made available to each parent annually by the school. Current allowance rates are available from

<http://education.qld.gov.au/finance/grants/fund/garp/html/par-stu.htm>

*Updated: November 2018*

# Student Resource Scheme

## Terms & Conditions