1 November 2018

SCHOOL REQUISITE SCHEME 2019

The Currajong school community, with the approval of the P & C, have opted for a voluntary School Requisite Scheme (SRS) for the 2019 school year. **Payment is required at the beginning of the school year to enable the school to finalise accounts with suppliers.**

The SRS covers all your student’s classroom requirements **(including library bag for Prep students)**, and includes a small fee to cover the shared use of core resources such as dictionaries, atlases and calculators. The scheme benefits parents/guardians in the following ways:

1. Reproduced class materials which complement and/or substitute for textbooks.
2. Reduces overall costs to parents for a mere $3.30 per week, for the year.
3. No shopping. School bags and library bags are available for purchase (at additional costs) from the school office.
4. Children have what they need to do school work.
5. All children in the class have the same items e.g. same book size and graph paper has the same size squares.
6. Teachers can buy equipment to suit the unit throughout the year e.g. everyone can have a fine tip pen for the assignment.

**PAYMENT**

Parents are requested to pay:  
- **School Requisite Scheme** $120.00  
- **Reprographic Levy** $30.00  
- **Voluntary Contribution** $20.00  
- **TOTAL** $170.00

If necessary, parents may choose to pay the levy in instalments to assist with meeting family budgets at the start of the year, by making instalment payments as stated on the attached participation agreement form. If your child/children depart or enrol at Currajong SS during the year, resources will be pro-rated accordingly.

To assist with ordering stationery for 2019, **please return the participation agreement form to the school office by Wednesday 21st November 2018. Payments will be accepted from Monday 12th November 2018.** A receipt will be issued for all payments of fees.

Please note: **all existing student agreement forms must be returned by 21st November 2018 as only new enrolments to the school will be eligible to join the scheme in 2019.**

**PLEASE NOTE:** if paying by instalments resources will only be issued once an initial payment of $80 per student has been received. This payment must be received by no later than Wednesday 23rd January, 2019. Also, if the instalments are not paid by the due dates in Term 2 and Term 3 your child/children will not be eligible to participate in any extra-curricular activities, including arts councils, swimming lessons, camps, sports, music etc.

Thank you for your participation in the scheme.

Kind regards

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Anthony Ryan  
Principal

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Be Respectful  Be Safe  Be Responsible  Be Curious  Be Resilient
**Student Resource Scheme**

**Participation Agreement Form**

**Participation**

The scheme is designed to offset the cost to you of the provision of educational resources associated with your child's education. These resources enhance your child's educational experience and assist them to fully engage with the curriculum. The scheme may be split into two components:

1. a whole of school component which is common to all students depending on their year level; and
2. specific goods and services consumed by your child which are related to individual subjects undertaken by your child

☐ Yes I wish to participate in the Student Resource Scheme in ________ (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.

☐ No I do not wish to participate in the Student Resource Scheme in ________ (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 38.

Please refer to the accompanying Subject Requirements List and/or Year Level Requirements List for fee details.

<table>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Yr Level</th>
<th>Fee</th>
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<td><strong>Total</strong></td>
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**Parent Details**

Name: ____________________________

Parent Signature: ____________________________ Date: ____________

**Payment Arrangement**

☐ Now: I wish to make full payment now as a single payment of the total amount above.

☐ Instalments: I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: $_______; Term 2: $_______; Term 3: $_______; or as negotiated with the school: ____________________________

I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense. I understand my student will not be permitted to participate in optional school activities if my payment arrangement falls into arrears.

School Use Only: negotiated instalments approved: ____________________________ Position: ____________________________

**Payment Method**

I wish to make payment by:

- [ ] QParent/BPOINT*
- [ ] BPAY**
- [ ] EFTPOS (Credit/Debit Card)
- [ ] Centrepay Deduction***
- [ ] Cheque
- [ ] Cash

* Online through QParents/BPOINT or see your school's website

When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of your CRN, please contact the school.

** Following return of this completed form to the school, an invoice, which will include BPAY details will be provided

*** Payment by Centrepay deduction can be arranged through the school office

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Privacy Statement

The Department of Education and Training, through the school, is collecting your personal information in accordance with section 55 of the Education (General Provisions) Act 2006 in order to administer the Student Resource Scheme in an efficient, effective and fair manner. The information will only be accessed by school employees administering the scheme. Some of this information may be given to the school employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education and Training is authorised or required by law to make the disclosure.

Purpose of the Scheme

1. 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.
2. Parents 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 (the ”scheme”) that enables a parent to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of textbooks and other personal resources, and the purchase of consumables and materials for the student.
3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme

4. The purpose of the scheme is to provide the parent with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school’s bulk purchasing practices.
5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent time and money in sourcing the prescriptive materials elsewhere.
6. 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

7. Participation in the scheme is voluntary, and 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.
8. The completed and signed Participation Agreement Form should be returned to the school for the advertised date to indicate participation or non-participation in the scheme.
9. If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent for the items provided by the scheme to the student.
10. 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.
11. A parent who does not wish to participate in the student resource scheme should notify the school and Citizens’ Association. Parents are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting supporting the operation of the scheme.

Textbook and Resource Allowance

12. The Queensland Government provides financial assistance to parents 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 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/parents/financeprint/pag-su.html

Payment of Participation Fee

15. Payment of the participation fee may be made by EFTPOS (Debit Card; MasterCard; Visa; American Express where accepted by the school), cheque, or cash.
16. Payment may be made through the OParents portal using a credit card. Payment will be directed from the OParents portal to BPOINT where relevant outstanding invoice information may be selected.
17. When paying by BPOINT, please use the Customer Reference Number (CRN) and Invoice number printed on the invoice received from the school. If unsure of your CRN, please contact the school.
18. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.
19. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the parent. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the payment should be retained by the parent for future reference and possible tax purposes.

Parent Experiencing Financial Difficulties

20. A parent wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the principal to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink’s usual debt recovery action is a payment option offered by the school. All discussions will be held in the strictest confidence.
21. The onus of proof of being so affected is on the parent, and may include a current Health Care Card or other evidence to establish financial hardship.
22. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme

23. Payment of the prescribed fee implies acceptance of the Student Resource Scheme including the Terms and Conditions irrespective of whether or not the signed form has been returned.
24. For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to “parent” is a reference to the independent living student.
25. Where a parent chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent to the Student Resource Scheme.
26. 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 on the Year Level Requirements List and/or Subject Requirements List as being provided by the scheme, when due for the student’s use.
27. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise approved by the Principal.
28. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent from the school at intervals of 30 days overdue and 60 days overdue. The Principal may, subject to constraints of debt recovery action for the overdue payment, include, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent.
29. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to clause 28 above, 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.
30. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year’s scheme.
31. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional school activity.
32. 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.
33. 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 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.
34. Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration 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 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.
35. The parent is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the Year Level Requirements List and/or Subject Requirements List or otherwise advised by the school.
36. 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.
37. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent, 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.
38. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme.

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