

# Participation Agreement Form



STUDENT RESOURCE SCHEME

LOGAN CITY SPECIAL SCHOOL

## Privacy Statement

The Department of Education and Training through the school is collecting your personal information in accordance with section 51 of the *Education (General Provisions) Act 2006* in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees conducting the scheme. Some of this information may be given to departmental 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.

## Participation

Yes, I wish to participate in the Student Resource Scheme in 2014. 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 2014. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, in particular paragraphs 12 and 36.

### In particular I understand that my child will miss out on:

- Books, pens, pencils, glue, paper, exercise books generally used in class
- Swimming lessons (unless paid for separately)
- Excursions, including canoeing (Secondary only)
- Bus access for any camp or excursion unless paid to cover each individual trip

Student Given Name	Student Surname	Year Level	Participation Fee
1.			\$
2.			\$
3.			\$
4.			\$
Total			

## Parent /Carer Details

<b>Given Names:</b>			
<b>Surname:</b>			
<b>Address:</b>			
<b>Contact Numbers:</b>	<b>Home:</b>	<b>Work:</b>	<b>Fax:</b>
	<b>Mobile:</b>	<b>Email:</b>	
<b>Parent/Carer Signature:</b>		<b>Date:</b>	

## Payment Arrangement

**Now:** I wish to make a single payment now 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.

School Use Only: Negotiated Instalments Approved: \_\_\_\_\_ Position: \_\_\_\_\_

## Payment Method

I wish to make payment by:

- Direct Deposit**                       **Centrepay**                       **Cash**                       **Cheque**

\*Payment by **Direct Deposit** can be made to the school bank account **BSB: 064-168 Account Number: 00090095**. To ensure correct identification of the payment, please ensure that the **Direct Deposit Payment reference** clearly includes the **Student Full Name**.

\*Payment by **Centrepay** can be arranged by contacting the school office to complete the appropriate forms.

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/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 (the "scheme") 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.
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/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.
5. 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.
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 by the advertised date to indicate participation or non-participation in the scheme.
9. 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.
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/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 Administration Office. Arrangements will be made for the parent/carer of students in Years 8 to 12 or of secondary education age to be paid the value of the Textbook and Resource Allowance for each of their eligible children.
12. 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 as detailed on the Year Level Requirements List to enable the student to engage with the curriculum.

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

13. 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.

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

14. The Queensland Government provides financial assistance to parents/carers of students in Years 8 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.html>.

#### **Payment Arrangements**

15. Payment of the participation fee may be made by EFT (electronic funds transfer), cheque, cash or via centrepay.
16. For payment made by direct deposit (EFT) to the bank account indicated on the front of the form, please ensure that the payment reference includes the reference as indicated on the front of this form. The acknowledgement from your financial institution of the successful electronic transfer of funds should be printed and retained as your record of payment.
17. Payment made via centrepay can be arranged by completing the appropriate forms at the school office.
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 or cheque, 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.

### **Parent/Carer Experiencing Financial Difficulties**

20. A parent/carers wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the school administration 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. All discussions will be held in the strictest confidence.
21. The onus of proof of being so affected is on the parent/carers, and might 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. For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to "parent/carers" is a reference to the independent student.
24. Where a parent/carers chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent/carers to the Student Resource Scheme.
25. 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.
26. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent/carers on the Participation Agreement Form, or as otherwise approved by the Principal.
27. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent/carers 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/career.
28. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 26 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.
29. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
30. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional extra curricula school activity.
31. 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.
32. 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/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/career.
33. 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/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/career.
34. The parent/carers 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 or otherwise advised by the school.
35. 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.
36. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent/carers, 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.
37. 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.