

Participation Agreement Form

WARWICK STATE HIGH SCHOOL - 2015 Student Resource Scheme

(Please tick the boxes to indicate your choice)

Participation									
<input type="checkbox"/> Yes I wish to participate in the Student Resource Scheme in 2015. I have read and understand the Terms and Conditions of the scheme and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.									
<input type="checkbox"/> No I do not wish to participate in the 2015 Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme and agree to abide by them, particularly paragraphs 11 and 12. (Please contact the school office to discuss alternative arrangements for the provision of textbooks and resources.)									
DATE OF ENROLMENT.....PREVIOUS SCHOOL.....									
Student's Given Name	Student's Surname					Year Level in 2015	Bond \$75.00	Participation Fee \$220.00 per Student	
1.								\$	
2.								\$	
3.							NO BOND REQUIRED	\$	
4.							NO BOND REQUIRED	\$	
							Total	\$	
OFFICE USE ONLY	ABS	OTHER	CASH	CHQ	EFT	Date Pd / /	Receipt No		

Parent/Carer Details (please print)			
Given Names:			
Surname:			
Address:			
Contact Numbers:	Home: Mobile:	Work: Email:	Fax:
Parent/Carer Signature:			Date:

Payment Arrangement
<input type="checkbox"/> Now: I wish to make full payment now as a single payment of the total amount below. <input type="checkbox"/> Payment Plan Instalments: I agree to make payments by the due dates set by WARWICK STATE HIGH SCHOOL and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken, including referral to an external debt collection agency at my expense.

Method of Payment																										
I wish to make payment by: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT <input type="checkbox"/> Abstudy <input type="checkbox"/> Direct Credit**** ****Please contact the Student Resources office on 4666 9232 if making payment by Direct Credit (Please note for Abstudy payments - a letter of verification from Centrelink needs to be attached)																										
For <input type="checkbox"/> an amount of \$_____ (annual payment) or <input type="checkbox"/> in accordance with the negotiated Payment Arrangement.																										
For payment by Credit Card, I hereby authorise the school to debit my: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa (NO AMERICAN EXPRESS ACCEPTED)																										
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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 assessed 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 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.

Student Resource Scheme

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/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 provides, for a specified annual participation fee, the temporary use by the student of prescribed textbooks and 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 scheme is intended to provide the parent/carer with a cost effective alternative to purchasing the prescribed textbooks and resources elsewhere, through efficiencies gained from the school's bulk purchasing practices.
5. The scheme ensures that students have consistent personal resources for their education, and saves the parent/carer time and money in sourcing the prescribed textbooks and materials elsewhere.
6. The Student Resource 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 as soon as possible but no later than **28/11/14** to indicate participation or non-participation in the Student Resource 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 Student Resource Scheme shall inform the school by completing the Participation Agreement Form and returning it to the Student Resource 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* or *Subject Requirements List*, to enable the student to engage with the curriculum.

Parents and Citizens' Association Endorsement 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 an opportunity to express their opinions. A vote is taken at this meeting endorsing 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. Allowances are approximately \$115 per year for students in years 8 to 10, and \$245 for those in years 11 to 12.

Payment Arrangements

15. Payment of the participation fee may be made by cash, cheque, EFTPOS (Debit Card; MasterCard; Visa), Abstudy payments direct debited by Centrelink to the School's account, Direct Debit or prepayment plan.
16. 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.

Parent/Carer Experiencing Financial Difficulties

17. A parent/carer wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the Business Services Manager 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.
18. The onus is on the parent/carer to provide evidence of being so affected, which must include a current Health Care Card or other evidence of financial hardship.
19. Any concessions to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme

20. 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.
21. 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* or *Subject Requirements List* as being provided by the scheme.
22. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent/carer on the Participation Agreement Form, or as otherwise approved by the Principal. Students whose families are on a payment plan will receive day loans only until full payment is received.
23. 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.
24. Subject to 23 above, the Principal may withdraw a student's participation in the scheme due to non-payment of a participation fee.
25. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
26. Where participation fees are overdue, the Principal may exclude a student from an optional extra curricula school activity.
27. 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.
28. 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 education program 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.
29. Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school's Student Resource 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.
30. 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 on the *Year Level Requirements List* or *Subject Requirements List*.
31. If a student enrolls after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.
32. 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 when enrolling at another Queensland school.
33. As the scheme operates for the benefit of parents/carers and is funded solely from participation fees, textbooks and resources provided under the scheme will not be issued to students whose parents/carers choose not to participate in the scheme.