

Student Resource Scheme - SRS

RETURN TO SCHOOL



Mackay Northern Beaches SHS 2019 Years 7 to 12 Participation Agreement Form

****NB A new form must be returned to the school by every student each year**

Privacy Statement

The Department of Education Training and Employment, 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 administering 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, Training and Employment is authorised or required by law to make the disclosure.

Participation

Yes I wish to participate in the Student Resource Scheme (SRS) in 2019. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the \$240 participation fee and any associated subject fees (as calculated overleaf) in accordance with the selected payment arrangement below.

No I do not wish to participate in the Student Resource Scheme (SRS) in 2019. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 36.

Student Given Name	Student Surname	Yr Level in 2019	Participation Base Fee
			\$240
Plus applicable subject fees as calculated overleaf			
Total			

Parent/Carer Details

Given Names: _____

Surname: _____

Address: _____

Contact Numbers: **Mobile:** _____ **Email:** _____

Parent/Carer Signature: _____ **Date:** _____ / _____ / _____

Payment Arrangement

Now: I wish to make payment *in full* now as a single payment of the total base fee of \$240 plus any applicable subject fees associated with my child's subject selection as per the '2019 Student Resource Fee & Subject Fees (SRS)' document provided.

Instalments: I am committing to the payment plan I have outlined below: *(Please outline amount, frequency, method of payment and commencement date (e.g. \$50 per fortnight - commencing 1/12/18 to be paid via EFT))*

\$ _____ .00 per fortnight / month (circle) – commencing _____ / _____ / _____ to be paid via

EFT (Internet Bank Transfer) into school bank a/c **BANK:** CBA **BSB:** 064-724 **Account No:** 10455206.
To ensure correct identification of payments, please ensure EFT payment ref clearly states **STUDENT NAME** and reason for payment e.g.: **WHITEJustine2019SRS.**

Signature: _____ Date: _____ / _____ / _____

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: _____

Other Payment Methods

B Point & EFT (see payment arrangements above) are our preferred methods of payment. Other accepted methods are:

Cash **B Point** (www.bpoint.com.au) **EFTPOS Credit/Debit Card** **Telephone via Credit/Debit Card**

Cheque / Money Order – Make cheque out to Mackay Northern Beaches State High School

Centrelink Deduction - Centrepay – the easy way to pay your bills and expenses. Centrepay is a voluntary bill-paying service that is free for Centrelink customers. Use Centrepay to arrange regular deductions from your Centrelink payment. You can start or change a deduction at any time. The quickest way to do it is through your Centrelink account online. (min \$26.50 per fortnight per student)

please contact school Finance Officer for forms.



For payment **IN FULL ONLY** by EFTPOS (Credit/Debit Card), I hereby authorise the school to debit my:

MasterCard **Visa**

Card Number:																							Expiry Date:						
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For the amount of \$ _____

Name of cardholder as it appears on the card:	_____	Signature of Cardholder:	_____
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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 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 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 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 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 shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parents 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.
12. A parent 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* and/or *Subject 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 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 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/grants/fund/garp/html/par-stu.html>

Payment Arrangements

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. 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 retained as your record of payment.
17. 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.
18. 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 for future reference and possible taxation purposes.

Parent Experiencing Financial Difficulties

19. 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 deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
20. The onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.
21. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme

22. 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 student.
23. 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.
24. 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.
25. 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.
26. 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.
27. 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.
28. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
29. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional extra curricula school activity.
30. 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.
31. 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.
32. 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.
33. 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.
34. 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.
35. 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.
36. 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.

ELECTIVE SUBJECT FEE CALCULATOR (Years 7 to 12)

Elective subjects that use consumable items – attract a fee to cover the cost of those resources. The cost of these subject fees are to be added to the \$240 SRS fee when a student selects one of the elective subjects below.

Tick the subject/s student has selected

Write the amount of each 'ticked' subject into the amount column

YEAR	ELECTIVE SUBJECTS	<input checked="" type="checkbox"/>	FEE	AMOUNT
YEAR 7 & 8	ASDAN	<input type="checkbox"/>	\$25	
	BYOd	<input type="checkbox"/>	\$40	
YEAR 9 *	ASDAN	<input type="checkbox"/>	\$25	
	Visual Art	<input type="checkbox"/>	\$25	
	Applied Art	<input type="checkbox"/>	\$25	
	Food Studies	<input type="checkbox"/>	\$50	
	Design & Manufacturing	<input type="checkbox"/>	\$45	
YEAR 10 *	ASDAN	<input type="checkbox"/>	\$25	
	Visual Art	<input type="checkbox"/>	\$40	
	Applied Art	<input type="checkbox"/>	\$40	
	Graphics	<input type="checkbox"/>	\$25	
	Intro to Construction	<input type="checkbox"/>	\$50	
	Intro to Engineering	<input type="checkbox"/>	\$50	
	Intro to Hospitality	<input type="checkbox"/>	\$45	
	Robotics	<input type="checkbox"/>	\$40	
YEAR 11	QCS Practice (O.P. eligible students only)	<input type="checkbox"/>	\$20	
	BOYd	<input type="checkbox"/>	\$40	
YEAR 11 & 12 *	Biology Skills & Assessment Book	<input type="checkbox"/>	\$30	
	Chemical Skills & Assessment Book	<input type="checkbox"/>	\$30	
	Engineering	<input type="checkbox"/>	\$40	
	Design	<input type="checkbox"/>	\$40	
	Visual Art	<input type="checkbox"/>	\$50	
	Arts in Practice	<input type="checkbox"/>	\$50	
	Aquatic Practice (enrolment fee – additional costs required)	<input type="checkbox"/>	\$60	
	Cert I Construction	<input type="checkbox"/>	\$65	
	Cert I Engineering	<input type="checkbox"/>	\$55	
	Cert II Engineering Pathway (MEC)	<input type="checkbox"/>	TBA	<i>will be invoiced separately</i>
	Cert II Creative Industries	<input type="checkbox"/>	\$40	
	Cert II Visual Arts	<input type="checkbox"/>	\$40	
	Cert II Hospitality	<input type="checkbox"/>	\$80	
	Cert III Hospitality	<input type="checkbox"/>	\$80	
Cert II Sport & Recreation with Cert III Fitness	<input type="checkbox"/>	\$300		
Add total of subject fees plus \$240 SRS fee and enter here – this is the Total amount owing for 2019 fees.			2019 Subject Fees:	\$
			Plus 2019 Student Resource Scheme (SRS) Fee:	\$ 240.00
Enter the total of all selected (ticked) subjects.			TOTAL AMOUNT OWING:	\$

*BYO LAPTOP PROGRAM

The fee for every student participating in the BYO Laptop Program is \$40 per year. Students will be accepted into the program once a BYO Laptop Agreement Form is signed by the parent & student and payment is received. Students will be invoice for the BYO Laptop Program Fee (approx. February 2019)

DISTANCE EDUCATION

Students enrolling in Distance Education subjects – may be invoiced separately if the chosen subject attracts a fee.

INSTRUMENTAL MUSIC PROGRAM

The fee for students accepted into the MNBSHS Instrumental Music Program is \$100 per year. If the hire of a school instrument is required – this is an additional \$100 per year. After acceptance into the program is confirmed by the Instrumental Coordinator – and students hiring an instrument have signed a Loan Agreement - students will be invoiced for Instrumental Music Program fee and/or hire costs (approx. February 2019)

NOTE: School Resource Scheme is operated by the school and endorsed by P&C for the 2019 year.