# Robina State School

## Prep - 2017  
### Student Resource Scheme

#### Participation Agreement Form

- **Yes**  
  I wish to participate in the Student Resource Scheme in 2017. 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 2017. 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.

*Please refer to the Subject Requirement list available from the Administration Office*

<table>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Year Level</th>
<th>Participation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prep</td>
<td></td>
<td>140.00</td>
</tr>
</tbody>
</table>

**Total Payable:**

| Total Payable: | 140.00 |

#### Parent/Carer Details

- **Given Names:**
- **Surname:**
- **Contact Details:**
  - Home:
  - Mobile:
- **Signature:**

#### Payment Arrangement

- **Now:**
  I wish to make a single payment now of **$140.00**

- **On enrolment**

*School use only: Negociated Instalments Arrangement:*

#### Payment method:

I wish to make payment By:

- [ ] Centrepay*
- [ ] EFT**
- [ ] EFTPOS Debit or credit card
- [ ] Cheque
- [ ] Cash

* Payment by Centrelink deductions can be arranged through the school finance office/see attached form

** Payment by EFT can be made to the Robina SS bank account BSB: **064-445** Account Number: **00902494**. To ensure correct identification of the payment, please ensure that the EFT payment reference clearly includes the students Surname and first name – please provide as many details as possible and record the reference.

**Reference Used:**

For Payment by EFTPOS (credit/debit card), I hereby authorise the school to debit my:

- [ ] Mastercard
- [ ] Visa

<table>
<thead>
<tr>
<th>Card Number:</th>
<th>Expiry:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Total:**

| Total: |  |
|--------| |

**Name of Cardholder as it appears on the card:**

**Signature of cardholders:**

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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. The Department of Education and Training is authorised or required by law to make the relevant collection of funds for the purposes 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 relevant collection of funds.

2. Parents/carers are responsible for providing textbooks and other personal resources for their children while attending school. In recognition that parents/carers can sometimes be short of funds, the school operates a Student Resource Scheme (the ‘scheme’) that enables the parent/carer to enter into an agreement with the school that, for a specified annual period, the payments 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, will be collected through the scheme. 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.

3. The 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 other 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 the education, and saves the parent/carer time and money in sourcing the prescribed materials elsewhere.

6. The scheme enables parents/carers, for purposes and revenues, and purpose 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 and the cost of participating in 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, subject to these terms and conditions, subject to 26 above, the Principal may thereafter undertake debt recovery action for the overdue participation fee, including, where warranted, referral to an external debt collection agency.

10. Payment of the fee is a requirement of continued participation in the scheme. An unpaid fee will be subject to the school’s debt collection procedures.

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. All textbooks and resources provided for temporary student use shall 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.

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 support of the Scheme

13. The operation of the Student Resource Scheme is ongoing and subject to the support, approval and ongoing endorsement of the Parents and Citizens’ Association. The Parents and Citizens’ Association may 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 Year 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 subject to 26 above, the Principal may thereafter undertake debt recovery action for the overdue participation fee, including, where warranted, referral to an external debt collection agency.

15. Payment of the participation fee may be made by Centrelink deductions (arranged through the school), EFT (electronic funds transfer), EFTPOS (Debit Card; Mastercard; Visa), 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 account name is Department of Education and the account number is the student’s school’s bank account number. All electronic of funds should be printed and 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 by a person by cash 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.

Parent/Carer Experiencing Financial Difficulties

19. Parent/carer wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contract the school administration to discuss their financial circumstances, and through the school’s Financial Office shall be notified immediately of the loss or negligent damage to the textbooks and other resources provided for temporary student use.

20. 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.

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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 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.