## Student Name:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>English English Communication</td>
<td></td>
<td>nil</td>
</tr>
<tr>
<td>Mathematics Prevocational Mathematics</td>
<td></td>
<td>nil</td>
</tr>
<tr>
<td>Mathematics A</td>
<td></td>
<td>nil</td>
</tr>
<tr>
<td>Humanities Social and Community Studies</td>
<td></td>
<td>nil</td>
</tr>
<tr>
<td>HPE Recreation Studies</td>
<td></td>
<td>$100.00 $100.00</td>
</tr>
<tr>
<td>Business Certificate I in Business</td>
<td></td>
<td>nil</td>
</tr>
<tr>
<td>Work Experience</td>
<td></td>
<td>$100.00 $100.00</td>
</tr>
</tbody>
</table>

**SUB TALLY** $200.00

### Notes:

**Office use:** $100.00 deposit received on ………/ …………/ ………………..

**NOTE:** Woree State High School will invoice 2017 SRS in Term 4 2016 to enable the commencement of payments

**NOTE:** Woree State High School will issue a Statement early Term One 2017 reflecting outstanding balance (SRS+ Subject Specific Fees)

**PARENT/CARER SIGNATURE:** ................................................. **DATE:** .................
PARTICIPATION AGREEMENT FORM  
STUDENT RESOURCES SCHEME

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 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 & Specific Subject Fees (as determined in schedule) 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, particularly paragraphs 12 and 36.

PLEASE NOTE: There will be alternate charges applicable as per the Year Level Stationary Requirements List

Other Information… I fully understand:

- that failure to meet this agreement will result in my student being unable to participate in relative curriculum excursions or supply of curriculum materials.
- that the costs calculated on this form DO NOT COVER the costs for non-curriculum excursions ie Year 7-12 School Camps, Rewards Days, Peninsula/District Sports trials etc. I will be advised (letter from organising teacher of the cost) and ensure full payment is received by the school prior to my student attending/participating at these events.
- the Woree State High School ‘Good Standing Policy’ with specific reference to Work Experience, CISSA Sport, etc

STUDENT NAME

<table>
<thead>
<tr>
<th>Participation Fee</th>
<th>$300.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Subject Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$500.00</td>
</tr>
</tbody>
</table>

Parent Details

Given Names: ____________________________  Surname: ____________________________

Address: ____________________________

Contact Numbers:  
- Home: ____________________________  Work: ____________________________  Mobile: ____________________________

Email: ____________________________

Parent Signature: ____________________________  Date: ____________________________

Payment Arrangement

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

☐ Installments: I wish to pay $100.00 deposit and then make instalment payments on an approved payment plan (available at the Administration office), during 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:

☐ Centrepay Deduction  ☐ EFT  ☐ EFTPOS Credit/Debit Card  ☐ Cheque  ☐ Cash  ☐ BPOINT

* Payment by Centrepay deduction can be arranged through the school administration.

**Payment by EFT PAYING BY INTERNET BANKING: Direct Payment into School Account via home computer.

- Schools Bank Account Name is Woree State High School General A/C
- BSB Number is 064-804 (Commonwealth Bank of Australia, Branch, Cairns)
- Account Number is 000 927 62
- Please record STUDENT SURNAME & FIRST NAME (ie. JONES Edith) in the details section so that your payment can be recorded correctly (this information will ensure that the money is credited to your student’s account)

*** Payment by BPOINT Enables payment of a specific invoice – EACH INVOICE NEEDS TO BE PAID SEPARATELY. Details are on the bottom of invoices and statements.
1. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents Book and Resource Allowance which is paid once a calendar year through the school. Parents have the option to receive of secondary education age, attending State and approved non-State schools, to offset the costs of purchasing practices.

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 for, a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other 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 resource 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 nonparticipation in the scheme.

9. If a parent chooses to join 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. Catchment allowance available from http://education.qld.gov.au/finance/grants/tflc/1513/prfc-tlu.htm

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. Payment may be made through the QParents portal using a credit card. Payment will be directed to the Queensland Student Information System (QSIS) where relevant outstanding invoice information may be selected.

17. When paying by EFTPOS, 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 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

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 through 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.

21. 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.

22. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation

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 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 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.

29. 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.

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, but not from graduation or other school events.

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 shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or damage to any item received from the school. Where an item is lost or damaged, the parent will be responsible for payment to the scheme for 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 in the terms and conditions to “parent” is a reference to the independent student.

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/or 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.

For payment by EFTPOS (Credit/Debit Card), I hereby authorise the Woree State High School to debit my:

☐ MasterCard ☐ Visa ☐ Other (where accepted) ..........................................................

Card Number:

☐ Expiry Date:

☐ $……………………………………… (total above) or $……………………………………… on the first school day of the first three terms (equal instalment payments of the above amount), or

☐ in accordance with the negotiated Payment Arrangement completed above.

Name of cardholder as it appears on the card: ___________________________

Signature of Cardholder: ___________________________

D:/2016 Archivel/WEBSITE/term 4 updates/YEAR 12/2017/SCHOOLTECH/2017 Year 12 SchoolTech_SRS participation form.docx