16 November 2016

2017 STUDENT RESOURCE SCHEME (SRS)

Dear Parent/Caregiver

The P&C Association of Mount Morgan State High School have voted to support the operation of a Student Resource Scheme at the school in 2017 for students from Years 7-12. Whilst the cost of providing instruction, administration and facilities for the education of a student is met by the State, a parent/guardian is directly responsible for providing students with textbooks and other resources for a student’s use while attending school.

The Queensland Government Textbook and Resource Allowance supplement which is paid annually to all High Schools is utilised to offset the cost of each school’s SRS Scheme. This scheme provides resources and materials at considerable savings to parents. To ensure the continued viability of this scheme, it is important that contributions are received. In 2017 the Textbook and Resource Allowance, paid to school by government, is $123 for Years 7-10, and $266 for Years 11 and 12.

Purpose of the Scheme

To provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere, and offers reduced prices through the school’s bulk purchasing practices. The scheme is endorsed by the P&C but managed by the school and operates within the policy and guidelines of the Department of Education, Training and Employment (DETE).

Option A Participation in the Scheme

Participation in the scheme is voluntary and parents who join the scheme are required to pay a fee in return for their child to access materials managed by the scheme. Parents who choose not to participate will be required to provide all the listed items themselves.

All parents/carers, regardless of whether they wish to join the scheme or not, will need to sign the Student Resource Scheme Participation Agreement form indicating that they have read the Terms and Conditions. If a student leaves the school during the school year, a pro-rata refund will be made on the basis of a 40 week year.

The attached forms give more detailed information about this scheme. Please read all documentation carefully before making your decision. Any questions can be directed to the office on the above phone number. If you wish to participate in the Student Resource Scheme and Voluntary Contribution Scheme, please sign and return the form to the school by 27 January 2017.
Option B NON PARTICIPATION IN THE SCHEME

Upon request, the school will provide a list of all items that are covered under the Student Resource Scheme, applicable to your student, early in the school year. It is the responsibility of non-participants of the scheme to purchase all the textbooks and resources provided by the scheme. If you choose not to participate in the Scheme you are entitled to receive a payment from the school to the value of the Government text book and resource allowance for your student year 7-10 $123 and year 11-12 $266. On receipt of your completed participation form indicating do not wish to participate you will receive a request for reimbursement form from the school which you must complete to allow us to pay you.

The annual participation fees are a combination of:

Year 7 -10  $123.00 (Government Textbook Supplement) plus
Parent Contribution of $90.00 per student

Year 11 & 12  $266.00 (Government Textbook Cheque) plus
Parent Contribution of $110.00 per student

FINANCIAL DIFFICULTY

Anyone experiencing financial difficulties, should phone the School to arrange an appointment with the Business Services Manager. It is our intention to encourage all families to join the Scheme and enjoy its benefits. Once you sign the Participation Agreement Form and return it to the school, with an explanation of your circumstances arrangements can be made for the payment to be made over a period of time.

Fees for 2017 may be paid to the office in full after 06 February 2017 or instalment arrangements can be made at the office after 06 February 2017.

Yours faithfully

Trevor Rickertt
Principal
### Participation Agreement Form

#### 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 ________ (Year). 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 ________. 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 refer to the accompanying Subject Requirements List and/or Year Level Requirements List for fee details.

<table>
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<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Yr Level</th>
<th>Participation Fee</th>
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Total $  

#### Parent Details
- Given Names:
- Surname:
- Address:

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<tr>
<th>Contact Numbers</th>
<th>Home:</th>
<th>Work:</th>
<th>Fax:</th>
<th>Mobile:</th>
<th>Email:</th>
</tr>
</thead>
</table>

#### Payment Signature: ___________________________ Date: ________

#### Payment Arrangement
- Yes: I wish to make full payment now as a single payment of the total amount above.
- No: 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
- Centrepay Deduction
- EFT
- EFTPOS Credit/Debit Card
- Cheque
- Cash

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

**Payment by EFT can be made to the school bank account BSB: _______ Account Number: _______. To ensure correct identification of the payment, please ensure that the EFT payment reference clearly includes the STUDENT NUMBER, along with the characters SRS, e.g. 0014615RS.
Purpose of the Scheme

1. In accordance with the Education (General Provisions) Act 2006, the cost of providing textbooks and other personal resources 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 responsible for providing textbooks and other personal resources for their children while attending school. In recognition of these costs, the school operates a Student Resource Scheme (the "Scheme") that enables a parent to enter into an agreement with the school for the payment of a student's annual participation fee, which provides for the temporary use by the student of prescribed textbooks and other resources, and the purchase of consumables and materials.

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 used.

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 an assessment 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 scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration. An agreement will be made for the parents of students in Years 9 to 12 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 by the student 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 invited to attend this meeting and provide an opportunity to express their opinions. A vote is taken at this meeting on support of the operation of the scheme.

Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents or students in Years 9 to 12 of secondary education age, attending and enrolled at a State school, 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 assistance directly from the school or as an off-site or off-site payment 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/afn/moneysupport/parentsfund.htm.

Payment Arrangements

15. Payment of the participation fee may be made by EFTPOS (Debit Card), MasterCard, Visa, American Express where accepted, cheque, or cash.

16. Payment made by direct deposit (EFT) to the bank account included on the front of the form will ensure that the payment reference includes the reference as indicated on the front of the 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 by another amount as approved by the Principal.

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

- MasterCard
- Visa
- Other (where accepted)

Card Number:

Expiry Date:

For [ ] an amount of $ (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: __________________________

Uncontrolled copy, Refer to Student Resource Scheme in Policy and Procedure Register at http://qpr.det.qld.gov.au/con/policy/services/Pages/Student-Resource-Scheme.aspx