

# Application to join the Parents & Citizens Association Textbook & Resource Scheme for 2009

**FORM A**

## MARSDEN STATE HIGH SCHOOL

I make application for my child/children whose names appear on Form B to take part in the Textbook & Resource Scheme during 2009. I accept the conditions outlined on this form. This Scheme ensures all students have the required resources for their education, as well as saving parents/carers time and money in sourcing appropriate textbooks.

In return for a hire fee of \$190, this Scheme provides:

- hire of all textbooks and class sets
- printed class notes, excluding colour photocopies and student's personal photocopying/printing
- Study Planner & ID Card
- \$5:00 technology printing credit
- materials used for classroom projects
- for further information refer to Subject Requirements Lists.

This Scheme provides the entire package for a set fee and is not available in parts. The Queensland Government Textbook and Resource Allowance supports this Scheme. The Textbook and Resource Allowance is paid only once in any calendar year, regardless of the number of schools the student attends. Allowances are \$100 per year for students in years 8-10, and \$220 for those in years 11-12.

**The purpose of this scheme is to contain costs to the parent/caregiver.** The savings are very considerable in that if each student was required to provide all books, booklets and resources, the cost to parents would be very great. Basically, the contribution helps to cover the provision of a wide range of classroom resources such as class sets, textbooks, audio-visual materials, computer materials, printed notes, sporting equipment and other consumables. As well as saving parents money, this scheme maximises the student's educational opportunity by allowing the School to provide the widest range of texts and equipment possible. It would be almost impossible for parents to purchase such a wide selection of materials.

### CONDITIONS:

1. Participation in the Scheme is contingent on meeting the following financial obligations :
  - a) Previous years fees are fully paid (the principal may refuse to admit a student to the scheme if there are payments overdue from the previous year)
  - b) A minimum of \$50 is received toward 2009 fees (refer periodic arrangements in General Information Letter)
2. The school will supply textbooks and other resources required by the student for the school year.
3. Textbooks and other resources supplied under the Scheme can not be made available to students whose parents choose **NOT** to participate.
4. Students are to supply their own stationery, writing materials, drawing sets and protective clothing used as required (Students will supply their own personal requirements - as outlined in Subject Requirements Lists). Students are to supply their own materials for any work they wish to do at home. The Scheme does NOT cover: Exercise pads, pens/pencils etc..., folders, drawing sets, rulers, personal photocopying, personal audio/video tapes etc... and items listed on the **Subject Requirements List**, Typing paper, Calculators, Cooking ingredients, Transport, accommodation and special event costs, Protective clothing, Resources and fees associated with enrolment in external courses through/via the school, Cost of excursions, camps and field trips, Costs associated with representative or elective activities (eg. sport, musicals etc...), Resources required for home/assessment work, Admissions to sporting, social, cultural activities.
5. Books issued to students are to be adequately protected & kept in good condition during the period of the loan. Books damaged, lost or stolen will be replaced by the student before further issues are made. Lost or damaged items must be reported immediately to the administration.
6. All books and materials supplied under the Scheme remain the property of the Marsden State High School and must be returned when the student leaves or at the end of the year.
7. All fees received by the school on behalf of the P&C are banked into the school's general account, which is subject to annual audit.

8. At the beginning of each year, all enrolled students will receive an identification card and planner which remains the property of Marsden State High School. In the event of the initial ID card or planner being lost or damaged, a replacement card/planner will be issued at a cost of \$12.00 (Planner) & \$5:00 (ID Card) - GST inclusive.
9. Parents/carers who do not wish to participate in the Textbook and Resource Scheme informs the school administration so they can receive a cheque to the value of the Textbook Allowance for each of their children. However, they are expected to provide all necessary textbooks and resources for their children as detailed on the Subject Requirements Lists. Where there is genuine parental financial hardship, parents can discuss with the school principal how they can meet their financial obligations by instalments throughout the school year or discuss alternative arrangements to accommodate special circumstances.
10. The total payment required is made up as follows:
- (a) For students eligible to receive the Government Textbook Allowance:  
Parents will pay to the school an amount of \$190 for the student enrolled, **plus** any relevant subject fees. The school is authorised to claim the amount of the Government Textbook Allowance.
  - (b) For all other students (including students who are 19 years and older):  
Parents will pay to the school an amount of \$190 for the student enrolled, **plus** the relevant subject fees **plus** the amount equal to the State Government Textbook Allowance payable at the relevant year level.
  - (c) **Method of payment:**  
All students will be automatically invoiced for the Scheme fee. **Subject fees will be invoiced four weeks after school commences** to allow for subject changes. Payments can be made at the school office by cash, cheque or EFTPOS with a receipt issued. **The Scheme should be paid by February 28 this year.** If you are unable to pay these fees by the due date please contact the School's Payment Office on (07) 3299 0508 to discuss part payments.
10. **Pro-rata refunds:**
- If your child is leaving please notify the office and complete the Clearance Form by returning any books and resources. Parents/Guardians are to complete an Application for Refund Claim Form, which is available from the school office. Any refunds due will be posted to your home address unless otherwise specified.
  - If a student starts school after first term, the fee is reduced on a pro-rata basis.
  - If a student leaves school having paid a fee, a pro-rata refund will be made. Refunds are based on the full charge (which include the Textbook Allowance and parent/carers charge), less cost of consumed materials and/or cost of replacing lost or damaged textbooks.
11. **Centrepay Option:** There is also an option of having the fees paid by Centrepay which is a service available through Centrelink to people who receive payments from Centrelink. Information and application forms are available from the Payment Office.

### PLEASE NOTE

- (A) The scheme provides a cost effective and efficient means by which students are in possession of essential learning resources for lessons from the start of the school year. Please join the Resource Contribution and Hire Scheme according to the enclosed arrangements, sign the Agreement Form and return it to the school.
- (B) Participation in the scheme is voluntary. Parents who choose not to participate in the scheme must notify the school in writing. These parents/caregivers will receive a cheque from the school to the value of the Government Textbook Allowance for each of their children. Parents/caregivers will need to contact the school to make alternative arrangements to meet the obligation of purchasing all necessary textbooks and resources required. A list of necessary textbooks and resources will be issued. **The cost of providing your own books and resources will far exceed the \$190.00 fee you will pay under the Scheme.** Texts and resources provided under the Scheme cannot be issued to students whose parents/caregivers choose not to participate. You must advise the School, in writing, if you do not wish to join the Scheme.
- (C) The Scheme is discussed at the October meeting of the school's Parents and Citizens Association. Parents/carers are invited to attend this meeting and express their opinions. A vote is taken annually at this meeting on the continuation of this Scheme.

Please contact the school office if financial hardship exists so that special arrangements can be made. All discussions will be held in confidence. If you need to pay by instalment, this can be done by contacting the school. The cost of providing your own books and resources will far exceed the fees you will pay under the Scheme. If you have any questions or queries please do not hesitate to ask.

Alan Jones  
Principal

Michelle Campbell  
P&C President

## PARENT/CAREGIVER CONSENT FORM

**MARSDEN STATE HIGH SCHOOL****MEMBERSHIP OF THE HIRE SCHEME** [Please tick the **YES** or **NO** box below]**OPTION 1:**

**Yes**, I have read and understand the conditions for membership of the school's Scheme in 2009. I agree to be bound by the conditions and to pay the hire fee.

Timing of payment:

**Payment of \$190** in full by February 28 this year.

**Payment by Instalment Plan:** Please phone 3299 0508 to make payment arrangements.

A Periodic Payment Agreement Form, available from the school's Payment Office, will need be completed and signed.

Tick 1 box

1	Four equal payments of \$47.50 due on the first Friday of each term	
2	Eight fortnightly payments of \$23.75 finalised by 01/06/09	
3	Payment via Centrelink Centrepay (arranged by you through Centrelink)	
4	Other	

**OR**

**OPTION 2:**

**NO**, I do not wish to participate in the Scheme in 2009. **Please note:** If you do not wish to participate in this scheme, please contact the school office to discuss & advise alternative arrangements for provision of textbooks and resources.

**PARENT/CAREGIVER DETAILS**

Name of Student: \_\_\_\_\_ Year Level: \_\_\_\_\_

Name of parent/caregiver (*please print*) \_\_\_\_\_  
(Given name) (Family name)

Signature of parent/caregiver \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 200\_\_