# Participation Agreement Form

The scheme is designed to offset the cost to you of the provision of educational resources associated with your child’s education. These resources enhance your child’s educational experience and assist them to fully engage with the curriculum. The scheme may be split into two components:

1. a whole of school component which is common to all students depending on their year level; and
2. specific goods and services consumed by your child which are related to individual subjects undertaken by your child

☐ 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 ________ (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 38.

Please refer to the accompanying Subject Requirements List and/or Year Level Requirements List for fee details.

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<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Yr Level</th>
<th>Fee</th>
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## Parent Details

Name: ________________________________
Parent Signature: ____________________
Date: ______________________________

## Payment Arrangement

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

☐ Instalments: 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. I understand my student will not be permitted to participate in optional school activities if my payment arrangement falls into arrears.

School Use Only: negotiated instalments approved:__________________________ Position:__________________________

## Payment Method

I wish to make payment by: ☐ QParent/BPOINT* ☐ BPAY** ☐ EFTPOS (Credit/Debit Card)
☐ Centrepay Deduction*** ☐ Cheque ☐ Cash

* Online through QParents/BPOINT or see your school’s website

When paying by BPOINT, 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.

** Following return of this completed form to the school, an invoice, which will include BPAY details will be provided

*** Payment by Centrepay deduction can be arranged through the school office
13. The operation of the Student Resource Scheme is discussed annually at a Parents and Citizens’ Association meeting. The school must inform parents of the opportunity to participate in the scheme, and is not available in parts unless specifically provided for by the school in the fee structure.

14. The Queensland Government provides financial assistance to parents of students in Years 7 to 12 or of secondary education age to be paid to and held as the Textbook and Resource Allowance for each of their eligible children.

15. The Queensland Government portal 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 against associated 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 the Department of Education website at http://ppr.det.qld.gov.au/finance/grants/fund/pagy/hmi/lps/hs.html.

16. Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be viewed or updated.

17. When paying through BPOINT, 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 school’s records 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 throughout the year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Parental consent will be required in the event of 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 in the Scheme

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 clause 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 during 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.

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 remain the property of the scheme and shall be returned to the school 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.

34. 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.

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 during 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.

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 parent chooses not to participate in the scheme.