Dear Parent/Caregiver

You are invited to join the Prep Student Resource Scheme (SRS) for 2017. From 1 January 2011, the scheme commenced operation under the policy and guidelines of the Department of Education and Training FNM-PR-018: Student Resources Scheme. The scheme is still supported and approved annually by the school’s Parents and Citizens Association (P & C), is still managed by the school and still operates in accordance with section 51 of the Education (General Provisions) Act 2006.

The scheme is voluntary and you are under no obligation to join. However, please be aware that the materials and consumables required under this scheme are not funded by school grants. Therefore if you do not wish to join the scheme you are still responsible for providing your child with the items that would otherwise have been provided by the schemes as detailed in the list below, to enable your child to engage with the curriculum.

The provision of this scheme ensures that well resourced learning by our students remains our key focus. The scheme is not a fund raiser for the school. Its purpose is to provide you, the parent, with a cost effective, value for money alternative to purchasing textbooks, resources, consumables and materials. Items provided by the scheme are as follows:

<table>
<thead>
<tr>
<th>Requirements List (Goods or services provided by the scheme)</th>
<th>Approximate Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reproduced class workbooks and worksheets and teacher-prepared materials</td>
<td>$25.00</td>
</tr>
<tr>
<td>Art and craft supplies</td>
<td>$45.00</td>
</tr>
<tr>
<td>Stationery and writing equipment</td>
<td>$30.00</td>
</tr>
<tr>
<td>Consumables and cooking materials</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$120.00</strong></td>
</tr>
</tbody>
</table>

**TOTAL PARTICIPATION FEE:** Prep $120.00

If you wish to join the scheme you are required to complete the attached Participation Agreement Form. Please read the terms and conditions on the back of the form. Please note this is a generic form for all Queensland primary and secondary schools.

If you do not elect to join the scheme you are still required to return the Participation Agreement Form, indicating your intentions, and make an appointment with the Principal or the Business Services Manager. It will then be the responsibility of the parent to purchase all the books and resources provided by the scheme.

Payment can be made by;
- Cash
- Cheque (made payable to Wamuran State School)
- EFTPOS
- Credit Card
- EFT directly into the schools bank account
  
<table>
<thead>
<tr>
<th>BSB:</th>
<th>064-405</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/C No:</td>
<td>000090284</td>
</tr>
<tr>
<td>A/C Name:</td>
<td>Wamuran State School</td>
</tr>
<tr>
<td>Reference:</td>
<td>Please record both Student Name AND &quot;SRS&quot;</td>
</tr>
</tbody>
</table>

If insufficient detail is supplied, payment will be applied to the oldest debt.

Thank you in anticipation of your contribution towards this valuable scheme. Please contact the office on 5429 9444 should you have any questions regarding the scheme or to make an appointment with the Principal or Business Services Manager if you are suffering genuine financial hardship.

Yours faithfully

Sue Clement
Principal
**Student Resource Scheme**

**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.

<table>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Yr Level</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**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.

☐ Installments: 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: 

☐ EFTPOS (Credit/Debit Card)  

☐ Cheque  ☐ Cash
16. Payment of the participation fee may be made in whole or by instalments as indicated on the Participation Agreement Form or for another amount as approved by the Principal.

17. For payments made by cash, check or credit/debit card, a receipt will be provided to the payer. Where payments are received by cheque only, 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 tax 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 school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. 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 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 both parents, reference in the terms and conditions to "parent" is a reference to the student’s independent living arrangements.

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 set out 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 (the designated payment dates) will result in the student being removed from the scheme for the remainder of the year. The Principal may then exercise all rights under the terms of the contract.

29. The Principal may refuse to allow admission to the scheme where further participation fees are overdue from the previous year’s scheme.

30. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional school activity, but not from graduations and similar ceremonies.

31. 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.

32. All textbooks and resources provided for temporary use by the scheme shall remain the property of the school and shall be returned 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 for the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.

33. 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 item is lost or negligently damaged, parents will be responsible for payment for the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.

34. 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.

35. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund is to be made to the parent, calculated on the other participation fee paid, less the cost of consumable 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.

36. The Principal may refuse to allow or accommodate the student whose parents choose not to participate in the scheme.