GENERAL INFORMATION
For students to derive maximum benefit from their Secondary Education, it is important that they have the advantage of access to the use of essential texts, reference materials, equipment and other necessary materials.

A Student Resource Scheme operates at Kepnock State High School whereby students pay a contribution and the school lends them necessary textbooks, printed notes, audio-visual materials, computer materials, use of equipment and sundry equipment and materials.

The Student Resource Scheme was discussed at the November meeting of the Parents & Citizens Association. Parents/Caregivers were invited to attend this meeting and express their opinions. A vote was taken at this meeting to continue the scheme in 2017.

The purpose of this scheme is to contain costs to the parent. The savings are substantial in that if each student was required to provide all books, booklets, equipment and resources, the cost to parents would be considerable.

ALL FAMILIES HAVE A CHOICE:
(A) Join the Student Resource Scheme according to the conditions listed above and in Specific Conditions. The Government Textbook Cheque will be retained by the school.
(B) Not to join the Student Resource Scheme – Parents/Caregivers will be required to purchase ALL Texts and Requisites and pay the school costs for other materials and requisites. Full lists of these items are available on request. The Government Textbook Cheque will be issued to you.

SCHEDULE OF FEES – 2017 (GST FREE)

<table>
<thead>
<tr>
<th>YEAR</th>
<th>TOTAL FEE TO PARTICIPATE IN SCHEME</th>
<th>LESS GOVERNMENT ALLOWANCE</th>
<th>PARENT CONTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$303</td>
<td>$123</td>
<td>$180</td>
</tr>
<tr>
<td>11 &amp; 12</td>
<td>$446</td>
<td>$266</td>
<td>$180</td>
</tr>
</tbody>
</table>

The Government Textbook Cheque will be paid direct to the school, in bulk, for all students.

Student Resource Scheme Participation Fee - $180.00 per student also covers:
- Student Diary with school information, assignment planner, student profiles and pastoral care program
- Student ID Card
- School Magazine
- TV for Schools formerly Clickview
- Additional photocopying costs – class notes, subject booklets

Subject Fees:
Students will be asked to pay for consumable materials used in projects for example: Art, Marine Studies, Hospitality and Manual Arts. The subject contribution charges are listed on the Subject Fees Form.

Student Take Home Laptop Program
Student Take Home Laptop Program will be available for Years 8 - 12 classes at an additional cost of $40 per year if paid by the end of February 2017 or $50 per year if paying in installments. A separate form available from the office will need to be completed to join this program.

A 10% early payment discount will be given if your student/students account is paid in full by the end of February 2017.

VOLUNTARY CHAPLAINCY LEVY – FAMILY CONTRIBUTION $10.00
The School Chaplaincy service plays a valuable role in the development of a supportive school environment and the well-being of our students. We welcome parent financial support for the continuation of the program. Contributions above $10 are gratefully received and are tax deductable.

VOLUNTARY BUILDING FUND CONTRIBUTION
The P&C operates a Voluntary Building Fund. Contributions above $10 are tax deductable and gratefully received.

Please complete & Sign the attached form/s and return to the school cashier at your earliest convenience to ensure your student receives school resources in a timely manner.
Privacy Statement

The Department of Education and Training, 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 and Training is authorised or required by law to make the disclosure.

Purpose of the Scheme

1. In accordance with the Education (General Provisions) Act 2006, the cost of providing instruction, administration and facilities 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 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 offers parents a Student Resource Scheme (the “scheme”) years.
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 enables the school to provide 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 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. A parent who does not want 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.
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 year.
15. 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 year.
16. 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.
17. 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.
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 documentation related to 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 throughout 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. If a student, having paid a participation fee, leaves the school through the year, a refund will apply, calculated on the week school year basis.
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. Excluding 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 parent, 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.
32. The scheme provides the entire package for the prescribed 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 at the end of the course or school year or when the student leaves the school.
34. 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.

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 from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
17. 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.
**SUBJECT FEES FORM 2017**

**STUDENT NAME (in full):**

---

**PAYMENT SUMMARY:**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>YEAR 10</th>
<th>YEAR 11</th>
<th>YEAR 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Resource Scheme Charge ALL Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual Arts Making</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART (Yr10) and Visual Art (080)</td>
<td>$50.00</td>
<td>$80.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Visual Art Studies</td>
<td></td>
<td>$80.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Drama</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Industrial Arts – Engineering Pre-Certificate</td>
<td></td>
<td></td>
<td>$40.00</td>
</tr>
<tr>
<td>Industrial Arts – Furnishings</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering Studies - Manufacturing Yr 11</td>
<td></td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td>Certificate I in Engineering MEM10105</td>
<td></td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>Industrial Technology Studies – Furnishings Yr 11</td>
<td></td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td>Certificate I in Furnishing MSF10113</td>
<td></td>
<td></td>
<td>$120.00</td>
</tr>
<tr>
<td>Certificate I in Construction CPC10111</td>
<td></td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>Fashion Design 6404</td>
<td></td>
<td>$55.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>Biology 042</td>
<td></td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Yearly hire of calculator</td>
<td></td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Aquatic Practices 6401</td>
<td></td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Hospitality Studies</td>
<td>$55.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate II in Hospitality SIT20213</td>
<td></td>
<td>$80.00</td>
<td>$85.00</td>
</tr>
<tr>
<td>Hospitality Practices 6405</td>
<td></td>
<td>$70.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Certificate III in Fitness SIL30310</td>
<td></td>
<td></td>
<td>$435.00</td>
</tr>
<tr>
<td>Instrumental Music</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Instrumental Music Performance Shirt</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Hire of Instrument</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td><strong>Total Amount Payable</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**$** **$** **$**
Participation

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>Total</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.

☐ 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 via BPOINT, http://www.bpoint.com.au/payments/dete 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