



FINANCE HANDBOOK 2025

CREATING *Bright* FUTURES



2025 Student Resource Scheme Annual Parent Information Letter

Dear Parents/Guardians,

This letter contains important information about the **2025 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, equipment for personal use, and items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Everton Park State High School operates an SRS for 2025.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme. The financial impact on parents and whether the school can absorb any of the cost has been considered before determining the SRS fee.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held on 12/11/2024.

SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

Student is new to the school....

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received by **31/01/2025**, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

Continuing student of the school....

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

More detailed information about the SRS can be found on the Department's website: (<https://ppr.qed.qld.gov.au/pp/student-resource-scheme-srs-procedure>).

Resource Inclusions

All resources included in the SRS are detailed in the attached **SRS Resource list**. This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g. classroom consumables, student diary).
- **Used** – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
 - work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments, laptops).
 - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
 - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for all students in the school, OR
2. A flat fee for a cohort group of students (e.g. a year level), OR
3. A general fee for all students or a cohort group plus additional fees for individual subject inclusions.

Please refer to the **SRS Resource list** for the associated costings.

The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

	Years 7 to 10	Years 11 and 12
Cost of SRS per student	\$460	\$648
Textbook and Resource Allowance	\$160	\$348
Reduced SRS fee for 2025	\$300	\$300

The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the school's website. This also includes the TRA component which has been deducted to reduce the SRS fee payable.

* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

For Parents in Dispute over the payment of their child's school activity fees

It is a matter for the parents to determine who pays the invoiced fees. If there is a payment arrangement between the parents that has not been adhered to, that is a matter for the parents to resolve between themselves. If the fees are not paid in full (eg the school receives only part payment from one parent) then the child may not be allowed to participate in the activity. For up to date details of the DoE policy, refer to the website <https://intranet.qed.qld.gov.au/Services/legal/services/Pages/Familylawmatters.aspx>

Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school.

Any unpaid invoices will be managed according to the department's Debt Management Procedure. Only as a last resort, a Principal may use discretion to exclude a student from optional, non-curricular activities where a parent has an outstanding debt with the school. (<https://ppr.qed.qld.gov.au/pp/debt-management-procedure>).

Payment Method

SRS payments can be made by QParent/BPOINT, BPAY, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay.

- 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.
- 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 the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to humanservices.gov.au/centrepay for more information on how to set up your Centrepay deductions.

Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with **the Business Manager at bsm@evertonparkshs.eq.edu.au**.

Please complete the SRS Fee Payment Arrangement Form and return to the school administration office by 24/01/2025.

Return of the Participation Form

Parents are reminded to complete and return the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

Have you completed and returned the SRS Participation Agreement Form?

Yes

No

Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.

Parent Signature

Parent Name	
Parent Signature	
Date	

SRS Fee Payment Arrangement Form 2025

Student Details

Student Name: _____ Year Level: _____

Payment Arrangement

Please select the preferred payment options:

Payment options	Instalments	Amount	Selected
1. A single payment for the full year's fee	Instalment 1: 14/02/2025	\$300.00	<input type="checkbox"/>
2. Term instalments (paid over the first 3 terms). Available only for SRS fees	Instalment 1: 14/02/2025 Instalment 2: 25/04/2025 Instalment 3: 18/07/2025	\$105.00 (35%) \$105.00 (35%) \$90.00 (30%)	<input type="checkbox"/>
3. An instalment plan as negotiated with the school. Available only for SRS fees	Request a payment plan form from the office. Please email accounts@evertonparkshs.eq.edu.au		<input type="checkbox"/>

Non-participants

Fees are included in SRS fee. Parents/carers not participating in scheme will be invoiced the following items (payment due 14 February 2025)		
Study Planner	Year 7 – 12	\$9.00
General software (ie. Jacaranda and ReadCloud subscription)	Year 7 – 12	\$150.00
Printing Credit	Year 7 – 12	\$10.00

Student Selected Electives

Subject/course fees will be invoiced in February 2025 when students' timetables are published (payment due 28 March 2025)			
Technology	Design and Technologies	Year 9 - 10	\$75.00
	Materials and Manufacturing Skills	Year 9	\$85.00
	Materials and Manufacturing Skills	Year 10	\$100.00
	Food Specialisations	Year 9	\$150.00
	Food Specialisations	Year 10	\$170.00
	Furnishing Skills	Year 11 and 12	\$140.00
	Engineering Skills	Year 11 and 12	\$140.00
	Digital Technologies	Years 8-12	\$35.00
	Design	Year 11 and 12	\$80.00
	Cert II Hospitality	Year 11 and 12	\$230.00
Instrumental Music	Instrument hire	Year 7 - 12	\$100.00
	No instrument hire		\$60.00
The Arts	Visual Art	Year 8-10	\$90.00
	Visual Art	Year 11 and 12	\$140.00
	Visual Arts in Practice	Year 11 and 12	\$140.00
	Drama	Year 8-12	\$20.00
	Drama in Practice	Year 11 and 12	\$20.00
	Music	Years 8-12	\$10.00

Personal Computing Device

BYOD - technical monitoring and management of student access. Not refundable. No pro rata	Year 7 to 12	\$60.00
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Extra-Curricular

Sport	Inter-school sport (per season)	Years 7-8	\$80.00 (approx)
Leadership & Futures	Unleashing Personal Potential (date tba)	Year 7	\$20.00 (approx)
	Leadership Camp (July)	Year 11	\$530.00 (approx)
VET	Certificate I in Construction	Year 10-12	\$500.00 (approx)
	Structured Work Placement – one placement	Year 10, 11, 12	\$40.00

SUBJECT REQUIREMENTS

As per the Student Resource Scheme Participation Agreement Form, *page 2 of the Financial Forms booklet*, the following resources are required by students who choose **NOT** to participate in the Student Resource Scheme.

Year 7 Subject Requirements List

Subject	(H) (O) (U)	Year 7	Cost
Dance	H	Textbook	\$55.00
Drama	H	Play	\$25.00
	U	Props/costumes	\$10.00
English	H	Novels x 2 – approximately	\$40.00
	U	DVD/digital subscription	\$30.00
	H	Play Text	\$20.00
HPE	H	Multiple sports equipment and resources	\$10.00
Humanities	U	Resources / Workbooks	\$30.00
Maths	U	Maths Quest 7 (Jacaranda)	\$79.95
	O	Mathspace	\$20.00
Music	U	Replacement strings and pick	\$20.00
	U	Consumables / Workbooks	\$30.00
Science	U	Science Quest 9 – Jacaranda	\$79.95
	O	Stile – Digital Subscription	\$24.00
	U	Consumables / Workbooks	\$10.00
Spanish	U	Consumables / Workbooks	\$20.00
Technology Rotations	H	Digital Technologies- Robots	\$200.00
	U	Design and Technologies	\$50.00
	U	Materials and Manufacturing Skills	\$65.00
	U	Food Specialisations	\$75.00
Visual Art	U	Paint and Painting Utensils	\$10.00
	U	Drawing Equipment	\$5.00

Year 8 Subject Requirements List

Subject	(H) (O) (U)	Year 8	Cost
Dance	H	Textbook	\$55.00
	U	Costumes	\$20.00
Drama	H	Play	\$25.00
	U	Production supplies	\$20.00
English	H	Novels and plays	\$40.00
	U	Television series	\$60.00
	U	DVD/digital subscription	\$30.00
HPE	H	Multiple sports equipment and resources	\$10.00
Humanities	U	Consumables / Workbooks	\$20.00
Mathematics	U	Maths Quest 8 (Jacaranda)	\$79.95
	O	Mathspace	\$20.00
Music	U	Replacement strings and pick	\$20.00
	U	Consumables / Workbooks	\$30.00
Science	U	Science Quest 8 – Jacaranda	\$79.95
	O	Stile – Digital Subscription	\$24.00
	O	Consumables / Workbooks	\$10.00
Spanish	U	Consumables / Workbooks	\$20.00
Technology Rotations	H	Digital Technologies – Online software	\$30.00
	O	Design and Technologies	\$40.00
	O	Materials and Manufacturing Skills	\$65.00
	O	Food Specialisations	\$75.00
Visual Art	U	Paint and Painting Utensils	\$50.00
	U	Drawing and Printing Equipment	\$50.00
	U	Clay and Installation Consumables	\$50.00
	O	Journal	\$30.00

Year 9 Subject Requirements List

Subject	(H) (O) (U)	Year 9	Cost
Dance	H	Textbook	\$55.00
	U	Costumes	\$20.00
Design and Technologies	U	Consumables / Workbooks	\$50.00
	U	Materials for 3D printing and laser cutting	\$75.00
Digital Technologies	H	Online Software	\$30.00
Drama	H	Two plays – approximately	\$50.00
	U	Production supplies	\$20.00
Economics and Business	U	Resources	\$30.00
English	H	Novels and plays – approximately	\$60.00
	U	DVD/digital subscription	\$30.00
Food Specialisations	U	Consumables	\$120.00
	O	Classroom resources/ workbooks	\$80.00
Geography	U	Consumables / Workbooks	\$20.00
HPE	H	Multiple sports equipment and resources	\$10.00
HPE Extension	U	Multiple sports equipment and resources	\$20.00
History	U	Consumables / Workbooks	\$20.00
Mathematics	U	Maths Quest 9 (Jacaranda)	\$79.95
	O	Mathspace	\$20.00
Materials and Manufacturing Skills	U	Consumables / Materials/ Workbooks	\$100.00
	H	Machinery equipment/ hand tools	\$100.00
Music	U	Replacement strings and pick	\$20.00
	O	Consumables / Workbooks	\$30.00
Science	U	Science Quest 9 – Jacaranda	\$79.95
	O	Stile – Digital Subscription	\$24.00
	O	Consumables / Workbooks	\$20.00
Spanish	U	Consumables / Workbooks	\$20.00
	H	Education Perfect Subscription	\$20.00
Visual Art	U	Paint and Painting Utensils	\$50.00
	U	Drawing and Printing Equipment	\$50.00
	U	Clay and Installation Consumables	\$100.00
	O	Journal	\$30.00

Year 10 Subject Requirements List

Subject	(H) (O) (U)	Year 10	Cost
Dance	H	Textbook	\$55.00
	U	Costumes	\$20.00
Design and Technologies	O	Consumables / Workbooks	\$125.00
	U	Production supplies	\$20.00
Digital Technologies	H	Online Software	\$30.00
Drama	H	Two plays – approximately	\$50.00
	U	Production supplies	\$20.00
Economics and Business	U	Consumables / Workbooks	\$30.00
English	U	Various poems	\$5.00
	H	Novels x 2 – approximately	\$40.00
	H	Shakespearian Play	\$40.00
	U	DVDs/Digital Subscription	\$60.00
Food Specialisations	U	Consumables / Workbooks	\$170.00
	U	Classroom resources	\$80.00
Geography	U	Consumables / Workbooks	\$20.00
HPE	H	Multiple sports equipment and resources	\$10.00
HPE Extension	H	Multiple sports equipment and resources	\$20.00
History	U	Consumables / Workbooks	\$20.00
Mathematics (all strands)	U	Maths Quest 8 (Jacaranda)	\$79.95
	O	Mathspace	\$20.00
Materials and Manufacturing Skills	U	Consumables / Materials/ Workbooks	\$100.00
	H	Machinery equipment/hand tools	\$100.00
Music	U	Replacement strings and pick	\$20.00
	O	Photocopied workbooks	\$30.00
Science (all strands)	U	Science Quest 9 – Jacaranda	\$79.95
	O	Stile – Digital Subscription	\$24.00
	O	Consumables / Workbooks	\$20.00
Spanish	U	Consumables / Workbooks	\$30.00
	H	Education Perfect Subscription	\$20.00
Visual Art	U	Paint and Painting Utensils	\$50.00
	U	Drawing and Printing Equipment	\$50.00
	U	Clay and Installation Consumables	\$100.00
	O	Journal	\$30.00

Year 11 Subject Requirements List

Subject	(H) (O) (U)	Year 11	Cost
Ancient History	H	Senior Ancient History Y11 and Y12	\$80.00
	U	Consumables / Workbooks	\$20.00
Biology	O	Oxford – Biology Unit 1 and 2 (Digital Text)	\$5.00
	U	Consumables / Workbooks	\$25.00
Business Studies	U	Consumables / Workbooks	\$30.00
Chemistry	O	Oxford Chemistry Unit 1 and 2 (Digital Text)	\$5.00
	U	Consumables / Workbooks	\$35.00
Drama	H	Four plays – approximately	\$100.00
	U	Production supplies	\$20.00
Drama in Practice	H	Four plays approximately	\$100.00
	U	Production supplies	\$20.00
Design	U	Consumables and product materials	\$120.00
English	H	Novel	\$30.00
	H	Play	\$30.00
	U	Australian Films x 2/digital subscription	\$60.00
Essential English	H	Novels and films	\$50.00
Engineering Skills	O	Manufacturing materials	\$210.00
Furnishing Skills	O	Manufacturing materials	\$210.00
Geography	H	Senior Geography for Queensland 1	\$75.00
	H	Senior Geography for Queensland 2	\$75.00
	U	Consumables / Workbooks	\$20.00
Health	O	Consumables / Workbooks	\$30.00
Hospitality Practices	O	Consumables / Workbooks	\$400.00
Industrial Graphics Skills	O	3D printing filament and resources	\$65.00
Legal Studies	H	Investigating Legal Studies for Qld Unit 1 & 2	\$82.50
	H	Investigating Legal Studies for Qld Unit 3 & 4	\$82.50
	U	Consumables / Workbooks	\$20.00
Mathematics	U	Cambridge Mathematical Methods 1&2	\$95.00
	U	General Mathematis 1&2	\$95.00
	U	Essential Mathematis 1&2	\$95.00
	U	Graphics Calculator – TI – Nspire CX	\$180.00
Modern History	H	Senior for Modern History Qld Units 1-4	\$80.00
	U	Consumables / Workbooks	\$20.00
Music	U	Scores	\$80.00
	U	Replacement strings and pick	\$20.00
	O	Consumables / Workbooks	\$30.00
Music in Practice	U	Scores	\$80.00
	U	Replacement strings and pick	\$20.00
	O	Consumables / Workbooks	\$30.00
Physical Education	H	Oxford - Physical Education for Queensland Schools	\$65.00
Physics	H	Oxford – Physics Unit 3&4 (Digital Text)	\$5.00
	U	Consumables / Workbooks	\$35.00
Social and Community Studies	U	Consumables / Workbooks	\$30.00
Sport and Recreation	H	Multiple sports equipment and resources	\$20.00
	H	Matilda Textbook- Sport and Recreation Units 1 & 2	\$40.00
Tourism	U	Consumables / Workbooks	\$40.00
Visual Art/Visual Art in Practice	U	Paint and Painting Utensils (2D)	\$100.00
	U	Drawing and Printing Equipment	\$100.00
	U	Clay and Installation Consumables	\$100.00
	O	Journal	\$30.00

Year 12 Subject Requirements List

Subject	(H) (O) (U)	Year 12	Cost
Biology	O	Oxford – Biology Unit 3&4 (Digital Text)	\$5.00
	U	Consumables / Workbooks	\$25.00
Business Studies	U	Consumables / Workbooks	\$30.00
Chemistry	O	Oxford Chemistry Unit 3&4	\$5.00
	U	Consumables / Workbooks	\$35.00
Drama	H	Four plays – approximately	\$100.00
	U	Production supplies	\$20.00
Drama in Practice	H	Four plays approximately	\$100.00
	U	Production supplies	\$20.00
Design	U	Consumables and product materials	\$120.00
English	H	Novel	\$30.00
	H	Play	\$30.00
	U	Australian Films x 2/digital subscription	\$60.00
Essential English	H	Novels and films	\$50.00
Engineering Skills	U	Manufacturing materials	\$200.00
Furnishing Skills	U	Manufacturing materials	\$200.00
Geography	H	Senior Geography for Queensland 1	\$75.00
	H	Senior Geography for Queensland 2	\$75.00
	U	Consumables / Workbooks	\$20.00
Health	U	Consumables / Workbooks	\$30.00
Hospitality Practices	U	Consumables / Workbooks	\$30.00
	U	Event resources (food and beverages)	\$260.00
Industrial Graphics Skills	U	3D printing filament and resources	\$50.00
	U	Laser cutting materials	\$65.00
Mathematics	U	Cambridge Mathematical Methods 3&4 (Digital Text)	\$95.00
	U	Cambridge General Mathematics 3&4 (Digital Text)	\$95.00
	U	Cambridge Essential Mathematics 3&4	\$95.00
	U	Graphics Calculator – TI – Nspire CX	\$180.00
Modern History	H	Senior for Modern History Qld Units 1-4	\$80.00
	U	Consumables / Workbooks	\$20.00
Music	U	Scores	\$60.00
	U	Replacement strings and pick	\$20.00
	O	Consumables / Workbooks	\$40.00
Music in Practice	U	Scores	\$80.00
	U	Replacement strings and pick	\$20.00
	O	Consumables / Workbooks	\$40.00
Physical Education	H	Oxford - Physical Education for Queensland Schools	\$65.00
Physics	O	Oxford – Physics Unit 3&4	\$5.00
	U	Consumables / Workbooks	\$35.00
Spanish	U	Consumables / Workbooks	\$40.00
	H	Education Perfect Subscription	\$20.00
Social and Community Studies	U	Consumables / Workbooks	\$20.00
Sport and Recreation	H	Multiple sports equipment and resources	\$20.00
	H	Matilda Textbook- Sport and Recreation Units 1 & 2	\$40.00
Visual Art/Visual Art in Practice	U	Paint and Painting Utensils (2D)	\$100.00
	U	Drawing and Printing Equipment	\$100.00
	U	Clay and Installation Consumables	\$100.00
	O	Journal	\$30.00

Participation
<p>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:</p> <ol style="list-style-type: none"> 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 <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p>

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

Student Given Name	Student Surname	Yr Level	Fee
1.			\$
2.			\$
3.			\$
4.			\$
Total			\$

Parent Details			
Name:			
Parent Signature:			Date:

Payment Arrangement
<p><input type="checkbox"/> Now: I wish to make full payment now as a single payment of the total amount above.</p> <p><input type="checkbox"/> 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: _____</p> <p>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. I understand my student may not be permitted to participate in optional school activities if my payment arrangement falls into arrears.</p>

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

Payment Method	
I wish to make payment by:	<input type="checkbox"/> QParent/BPOINT* <input type="checkbox"/> BPAY** <input type="checkbox"/> EFTPOS (Credit/Debit Card) <input type="checkbox"/> Centrepay Deduction*** <input type="checkbox"/> Cheque <input type="checkbox"/> Cash
<p>* 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.</p> <p>** Following return of this completed form to the school, an invoice, which will include BPAY details will be provided</p> <p>*** Payment by Centrepay deduction can be arranged through the school office</p>	

Privacy Statement

The Department of Education, 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 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 operates a Student Resource Scheme ("the scheme") that enables a parent to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.
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 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. An unpaid fee will be subject to the school's debt collection processes.
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 calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees 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 <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>

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.

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 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. 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.
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 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 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 through 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 parents choose not to participate in the scheme.

