2017 STUDENT LEVIES
DUE DATE
WEDNESDAY 30th NOVEMBER 2016

Please find attached the details of student levies for 2017. Please read all attached documentation carefully. Payments can be made at the school office until Wednesday 30th November 2016. If you are paying by Internet Banking, please ensure your payment is completed 48 hours prior to the due date to ensure it is received on time.

PLEASE NOTE – PAYMENTS ARE NOT BEING TAKEN IN THE FINAL WEEK OF SCHOOL (2016)

Student Resource Scheme (SRS)

This scheme is managed by Canungra SS and includes provision of class sets, printed class notes, some basic materials, and materials for classroom projects, technology delivery, maintenance and some computer printing. Whilst membership of the scheme is not compulsory, parents generally find that it provides considerable savings.

A parent is directly responsible for providing the student with workbooks and other resources for a student’s use while attending school. As a service to assist parents with the cost of these educational resources, Canungra State School has chosen to operate a student resource scheme. The purpose of the scheme is to provide parents with a cost effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school’s bulk purchasing processes.

Parents wishing to opt out of the Student Resource Scheme must contact the school in writing to advise as such. The Principal may refuse to admit a student to the scheme where there are payments overdue from the previous year/s.

SUMMARY OF FEES

<table>
<thead>
<tr>
<th>SRS ANNUAL FEE</th>
<th>Years Prep – 6</th>
<th>$50</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provisional of class sets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• all printed class notes, excluding colour photocopies and student's personal photocopying</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• basic materials for subjects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• materials used for classroom projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Additional costs of computer resources, online learning programs, maintenance and some computer printing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Max Per family (3 children or more)</td>
<td>$150</td>
<td></td>
</tr>
</tbody>
</table>

2017 DATE CLAIMER – Years Prep - 6

School Commences on Monday 23rd January, 8.50am
Year 6 Camp – 20 – 24 Feb 2017 (Approximate cost $360 – Cost is estimated and subject to change)
Canungra State School

2017 FEES Prep to Year 6

STUDENT NAME: ___________________________________  STUDENT ID: ________

APPLICATION TO JOIN THE STUDENT RESOURCE SCHEME
OPTIONS (Tick one✓)

☐ YES - I wish to participate in the Student Resource Scheme in 2017. I have read and understand the Terms and Conditions of the scheme (see attached) 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 2017. I have read and understand the Terms and Conditions of the scheme (see attached) and agree to abide by them, particularly paragraphs 12 and 36.

SCHOOL FEES AND LEVIES

<table>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Year Level</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

________________________________________________________  ____/____/____

Parent/Guardian Signature  Date

Privacy Statement
The Department of Education, Training and Employment, 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, Training and Employment 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. If a 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 8 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 8 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 http://education.qld.gov.au/finance/grants/fund/garp/html/parstu.html

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. For payment made by direct deposit (EFT) to the bank account indicated on the front of the form, please ensure that the payment reference includes the parent and/or student’s name and bpay number. Failure to make payment may result in debt recovery action being undertaken.

17. Payment of the participation fee will be due and payable by the student to the Student Resource Scheme.

18. For payments made in person by cash, cheque or debit/credit 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

19. 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 circumstances. Centrelink deduction is a payment option offered by the school.

20. 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.

21. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme

22. 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 “guardian”.

23. 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.

24. 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.

25. 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.

26. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent/carer 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.

27. 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 from 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.

28. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year’s scheme.

29. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional extra curricula school activity.

30. 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.

31. 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.

32. 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 for the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.

33. 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.

34. If a student enters the scheme after the first week of school, a pro-rata participation fee will be calculated on a 40-week school year basis.

35. If a student, having paid a participation fee, leaves the school before the duration of the scheme and is not available in parts unless specifically provided for by the school in the fee structure.

36. 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.
Canungra State School

PAYMENT OPTIONS

**PAYMENT BY INTERNET BANKING/DIRECT CREDIT** - Direct payment into school bank account.

Account Name – Canungra State School General Account  
BSB – 064-400  
Account Number – 00904197  
**Internet Banking Payment Reference:**  
<<EQ ID FEES>> (e.g. 1234567890A FEES)

EQ ID’s can be found on each invoice or obtained from the school office – phone 07 5541 6111. If in doubt, please put the students’ full name in lieu of the EQ ID.

Please note – to ensure payment reaches the school’s bank account prior to the payment cut-off date, all internet bank payments must be made no later than 2 business days prior to the cut-off date/time.

**PAYMENT BY BPAY**

Canungra SS now offers BPoint as a payment option. BPoint details are found within the Payment Methods of each invoice.

Please note that this method of payment requires you enter the invoice number otherwise payment will automatically receipt against any outstanding balances first. If there are unpaid fees on your student’s accounts, the Education Queensland OneSchool finance system will automatically receipt them first, then allocate the remaining payment to the latest invoices.

**PAYMENT BY EMAIL**

Payment by CREDIT/DEBIT CARD only.  
Permission forms and credit card payment forms can be emailed to admin@canungrass.eq.edu.au

**PAYMENT BY PHONE**

Payment by CREDIT/DEBIT CARD only.  
Phone the Office on 5541 6111 between 8.00 a.m. and 2.00 p.m. Monday to Thursday.

**CENTREPAY DEDUCTIONS – PAY YOUR BILLS THE EASY WAY**

Are you currently receiving Centrelink payments (e.g. Pension, Newstart Allowance, Family Tax Benefit)? Looking for an easy way to pay your school fees?  
Simply complete the enclosed Centrelink application or download and print one from https://www.humanservices.gov.au/customer/forms/sa325 and return the completed form to Centrelink.  
You can set the amount, frequency and specify the target amount and the money is directly credited straight to the school account. We send a statement every term so you can see the progress of the reduction to your statement of fees. We have trialled this for the past 12 months with great success and more and more parents are taking advantage of this useful stress-free option.

**PAYMENT BY MAIL**

Payment by Credit Card, Cheque or Money Order  
Credit card details can be completed on the authority below. Cheques and Money Orders made payable to ‘Canungra State School’ and returned to the school with the permission form.  
Post all correspondence to:  
Payment Office  
Canungra State School  
Christie Street  
Canungra 4275

**PAYING IN PERSON**

Payment by Credit Card, EFTPOS, Cash, Cheque or Money Order  
Payments made by parents must only be done so at the School Reception between the hours of 8.00 a.m. and 11.00 a.m. Tuesday, Wednesday and Thursday.

**PAYMENT INSTALMENT PLAN**

Minimum deposit is 25% of total applicable fee.  
Please complete details on the next page.

If you are experiencing difficulty paying school fees, please contact the School Business Services Manager on 55416111.
Canungra State School
PAYMENT AUTHORITY

STUDENT NAME: __________________________
STUDENT EQ ID: __________________________

PAYMENT IN FULL
☐ I wish to pay the abovementioned student’s fees in full.
TOTAL AMOUNT OWING: $__________

PAYMENT BY INSTALMENT PLAN
☐ I wish to pay the abovementioned student’s fees by instalments. I understand I must pay a minimum 25% deposit of the total amount owing.
TOTAL AMOUNT OWING: $__________
DEPOSIT AMOUNT (Minimum 25% of the total amount owing): $__________

☐ FORTNIGHTLY INSTALMENTS ☐ MONTHLY INSTALMENTS
Instalment Start Date: ___/___/2017 Instalment Start Date: ___/___/2017
Fortnightly Amount: $__________ Monthly Amount: $__________

☐ TERM INSTALMENTS – 4 equal payments (including Deposit).
Deposit Date: ______/____/____
1st Due Date: 14 April 2017
2nd Due Date: 14 July 2017
3rd Due Date: 6 October 2017
All fees paid by Term Instalments should be finalised in full on 6 October 2017.

PAYMENT METHODS
☐ DIRECT CREDIT – BSB: 064-400 Account Number: 00904197 Reference: _________ FEES
☐ BPOINT — Go to bpoint.com.au/payments/dete Ref: CRN can be found on each invoice
☐ CASH/EFTPOS ☐ CHEQUE ☐ CENTRELINK (Centrelink Application Form enclosed)
☐ CREDIT CARD (Please complete credit card details below)
I hereby authorise Canungra State School to debit $__________ from my: MASTERCARD ☐ VISA ☐

Credit/Debit Card Number

NAME OF CARDHOLDER: ________________________
SIGNATURE OF CARDHOLDER: ____________________

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