



**CHANCELLOR  
STATE COLLEGE**

*The best we can be*

**YEAR THREE – 2024**

**STUDENT RESOURCE SCHEME  
FINANCIAL COMMITMENT FORM**

**Name:** .....

*(Name must be same as Enrolment Form)*

**STUDENT RESOURCE SCHEME**

**Cost of Scheme: \$165.00**

The Scheme provides all textbooks, class sets of books, College produced booklets and handouts, reference materials such as novels, books, audio/video tapes/DVDs, software access, equipment, class materials and consumables as outlined on Page 2.

Students with special needs will be required to pay the full fee and will receive all resources appropriate to their individual needs. (e.g. a visually impaired child will receive access to a braille machine).

**Choosing to participate in the Scheme:**

Go to the Participation section of the form and tick YES (Page 3). Complete all details including parent and student details and payment arrangements. Return this form to the Primary Campus office by **Friday 24 November 2023**.

We encourage all families to participate in the Student Resource Scheme.

**Choosing not to participate in the Scheme:**

Go to the Participation section of the form and tick NO (Page 3). The College will then invoice you for any fees associated with the courses your child is undertaking and provide you with a full list of all textbooks and associated resources you will be required to provide for your child. Refer to the Terms and Conditions of the Scheme (Page 4) in particular paragraphs 27 and 35.

**Payment options:**

The College offers a range of payment options (Page 3) but we encourage Parents to manage their child's account through the Department of Education QParents App as it provides secure online access allowing payments, the ability to view account details and update personal information. Refer to the QParents website <https://qparents.qld.edu.au/#/about>

**Financial hardship:**

The College understands the significant cost of education and request parents contact our Finance Department to discuss the issues and assist in the set-up of a mutually agreed weekly or fortnightly payment plan.

The Finance Department can be contacted via email [finance@chancellorsc.eq.edu.au](mailto:finance@chancellorsc.eq.edu.au) or phone 5453 3222 #4.

## YEAR 3 STUDENT RESOURCE SCHEME 2024

STATIONERY LIST Provided by Parent/Carer	RESOURCES AND COSTS			ANTICIPATED EXCURSIONS / ACTIVITIES	
	Resources provided to students participating in the Student Resource Scheme (SRS) includes:	Cost of SRS to non-participants \$	Approx \$		
<p><b>Exercise Books:</b> 8 x Activity/Play Book Olympic 10 x A4 Exercise Book Year 3/4 96 page 1 x Small (9x7) Exercise Book 48 page 2 x A4 Graph Book Stripe 48 page 10mm</p> <p><b>General Stationery:</b> 1 x Crayons Crayola Twistables 12's Assorted 2 x Eraser Derwent Large 1 x Faber Castell Connector Pens pkt 10 6 x Glue Stick UHU 40gm 1 x Highlighter Faber Castell pack 4 1 x Pencil Case Large 1 x Pencils Coloured Noris Heritage 12's 24 x Pencil Staedtler Minerva HB 1 x Ruler Wooden 30 cm Ruler (cm marking only) 1 x Scissors Westcott 160 mm 1 x Sharpener (collects shavings) 8 x Whiteboard Marker Artline 579 5mm</p> <p><b>Equipment:</b> 1 x Headphones with microphone 1 x Laptop as per College specifications (optional)</p> <p><b>Storage And Display:</b> 1 x A4 Display Book Refillable 20 pocket 2 x Manilla Folders F/C Buff 2 x Pollywallet FC 328F Opaque Assorted</p> <p><i>Resources required within two weeks of commencing College. All items to be named and labelled.</i></p>	<ul style="list-style-type: none"> <li>* Access to graded reading texts 60.00</li> <li>* Consumables for art, science etc 30.00</li> <li>* Shared A4 / A3 laminating pouches 20.00</li> <li>* Shared A3 art paper block 20.00</li> <li>* Individual Whiteboards 3.00</li> <li>Oxford 3-4 Australian Curriculum Atlas 29.70</li> <li>Oxford – The Australian Integrated Primary School Dictionary &amp; Thesaurus 31.45</li> <li>* Teacher prepared worksheets 25.00</li> <li>* MangaHigh (site licence) (maths) 8.00</li> <li>* Targeting Handwriting textbook (Year 3) 12.20</li> <li>* Reading Eggs 12.00</li> <li>* Typing.com (site license) 4.00</li> </ul>	<p><b>TOTAL \$255.35</b></p>	<p>Arts Performances (2 incursions/year @ \$8.00 each) 16.00</p> <p>Caboolture Historical Village 18.00</p> <p>ICAS – English 17.05</p> <p>ICAS – Mathematics 17.05</p> <p>ICAS – Science 17.05</p> <p>ICAS – Spelling 17.05</p> <p>ICAS – Writing 21.45</p> <p>Swimming program 65.00</p> <p>Events provided free by the College: Athletics, Cross Country, Under 8s Day.</p> <p>Events that require products to be purchased: Father's Day Stall, Mother's Day Stall.</p>		
	<p>* Parents choosing <u>not</u> to participate in the Student Resource Scheme are invoiced for this resource and are responsible for providing all other books, stationery and resources for the student's first day of College.</p>				
<b>EXTRA CURRICULA SUBJECTS</b>					
<b>Subject</b>		<b>Year Level</b>	<b>Subject Cost</b>	<b>Resources Provided by Parent/Carer</b>	
<b>The Arts</b>					
* Choir		2 – 6	\$10.00	Leotard, black tights, dance shoes, A4 display book	
* Dance		4 – 6	\$120.00		
* Instrumental Music (Strings and Multi 3 – 6)					
		3 – 6	\$80.00		
		3 – 6	\$160.00		
<b>Health and Physical Education</b>					
Fitter, Faster, Stronger		3 – 6 **	\$10.00	Training shirts are available to purchase	
<p>* These programs represent opportunities for students to excel in specific fields. Students are required to participate in selection trials or interviews before final selections are made. Additional associated costs will apply e.g. purchasing uniforms, excursions, competitions and performances.</p> <p>** Years 2 – 6 if there is an older sibling participating.</p>					



**Participation**

The Student Resource Scheme (SRS) provides parents with a convenient and cost-effective way to access educational resources their children need for school. These resources supplement the school's resources and enhance students' learning experience at school. For more information regarding the SRS please refer to the *Subject Requirements List* available on the College website. <https://chancellorsc.eq.edu.au/>

**Please indicate your intention to participate or not by selecting Yes or No and completing the information in the relevant box below:**

**Yes**

I wish to participate in the Student Resource Scheme for the duration of my child's enrolment at the school. I have read and understand the Terms and Conditions (see reverse) and agree to abide by them and to pay the annual participation fee. I understand that the school will publish information about the SRS costs and inclusions each year.

I understand that I can opt out of SRS participation in any year by completing a new Participation Agreement Form before the invoice due date.

**No**

I do not wish to participate in the above-named Student Resource Scheme. I have read and understand the Terms and Conditions (see reverse).

I understand I must provide my child with all items that would otherwise be provided to my child by the SRS as detailed on the information provided by the school.

I understand that if my child is eligible for the Textbook and Resource Allowance (TRA) the school will contact me. For more details regarding the TRA and eligibility criteria enter "Textbook and Resource Allowance" into the search tool on the Department's Policy and Procedure Register at <http://ppr.det.qld.gov.au>

I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

Student Given Name	Student Surname	SRS Fee
		<b>\$165.00</b>

**Parent Name:**

**Phone:**

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.

**Parent Signature:**

**Date:** / /

**Payment Arrangement**

- Now** I wish to make full payment now for SRS \$165.00 and full cost of Semester 1 Subject Cost as listed above.
- Instalments** I wish to make instalment payments:
- SRS Fee:** Term 1: \$50.00 – due Friday 2 February 2024;  
Term 2: \$50.00 – due Friday 26 April 2024;  
Term 3: \$65.00 – due Friday 19 July 2024.
- Subject Cost:** I will make full payment by Friday 29 March 2024, the last day of Term 1.
- Payment Plan**  I wish to continue my existing Payment Plan.  
 I wish to make a Payment Plan and will make an appointment with the Finance Department via email at [finance@chancellorsc.eq.edu.au](mailto:finance@chancellorsc.eq.edu.au) or phone 5453 3222 # 4.
- I am experiencing financial hardship and wish to meet with the school to discuss my options (see clauses 10-14 overleaf).

**Payment Options**

- BPOINT** Go to web address: <http://www.bpoint.com.au/payments/dete>  
When paying by BPOINT, please use the Customer Reference Number (CRN) and Invoice Number printed on the invoice received from the College. If unsure please contact the College.
- Credit Card** Phone **1300 631 073**. You will need your Customer Reference Number (CRN) and Invoice Number printed on the invoice received from the College. If unsure please contact the College.
- QParents App** For information, registration and login, visit the QParents website. <https://qparents.qld.edu.au/#/login> or download the App.
- Direct Deposit** Payment can be made to the College bank account. **BSB: 064 447 Account Number: 10121795**. To ensure correct identification of payment, include **Student Name and description** in payment reference, e.g. AStudentTerm1SRS
- At the Office** • Cash • Cheque • Credit Card • Centrelink Deduction – Create or update a deduction.

# Terms and Conditions of the Student Resource Scheme

## Privacy Statement

The Department of Education collects this information in accordance with section 51 of the Education (General Provisions) Act 2006 ("the Act") in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery.

## Definitions

1. Reference to a "parent" is in accordance with the definition in the Act and refers equally to an independent student.

## The Student Resource Scheme (SRS)

2. The cost of providing instruction, administration and facilities for the education of students enrolled at state schools is met by the State.
3. The school is not responsible for providing textbooks, in-class consumables and personal resources for students.
4. The SRS enables parents to access certain resources, as detailed by the school, for an annual fee.
5. Participation in the SRS is optional: parents are under no obligation to participate.

## Textbook and Resource Allowance (TRA)

6. The State provides the TRA annually to parents of eligible secondary students to assist with the costs of education.
7. The TRA is paid to the school based on enrolment data and will reduce the cost of participating in the SRS.
8. Parents who choose NOT to participate in the SRS and whose children are eligible for the TRA have the option to receive the TRA as a credit to their child's school account or directly from the school.

## Parents and Citizens' (P&C) Association support of the SRS

9. All parents are invited to participate in the annual meeting of the P&C Association at which the income and expenditure report is presented and the proposed SRS inclusions and fees are tabled for approval.

## Parents experiencing financial hardship

10. Principals may vary payment options and/or waive all or part of the participation fee for parents experiencing financial hardship.
11. Parents experiencing financial hardship who wish to participate in the SRS should contact the Principal to discuss options.
12. The onus of proof of financial hardship is on the parent.
13. The school may require annual proof of continuing financial hardship.
14. All discussions will be held in the strictest confidence.

## Parents participating in the SRS

15. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
16. [An] invoice/s for the amount of the annual participation fee will be issued to the parent providing consent to participate in the SRS.
17. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
18. Parents must notify the school before the invoice due date if they intend to cease their participation in the SRS in any year.
19. Where a parent chooses to participate, they are agreeing to pay the annual participation fee, in accordance with the payment frequency option selected on the form. There is no provision for part- participation.
20. All SRS resources provided for the student's temporary use remain the property of the school and must be returned when requested by the school or if the student leaves the school.
21. Parents are responsible for ensuring that any SRS resources provided for the student's temporary use are kept in useable condition. Where an issued item is lost, not returned, or negligently damaged, parents will be responsible for payment to the school of the value of the item or its repair.
22. Parents must inform the school if items on the list of resources are not received.
23. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management procedure. In such cases, the Principal may:
  - withdraw the student's participation in the SRS
  - require the return of items provided by the SRS
  - withhold the provision of any further items under the SRS
  - refuse participation in the SRS where participation fees are overdue from the previous year(s), and/or
  - exclude the student from optional, non-curricular activities and/or
  - initiate debt recovery action.

## Parents NOT participating in the SRS

24. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
25. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
26. Where a parent has previously indicated that they will participate in the SRS, but wishes not to participate in any year(s), the parent must notify the school prior to the invoice due date of their intention to cease participation.
27. Parents who choose not to participate in the SRS are responsible for providing their child with all items that would otherwise be provided by the SRS. School-produced resources (e.g. Student Diary) will be available for separate purchase from the school for non- participants.

## Operating the SRS

28. Schools will provide all parents with a list of resources provided by the SRS to enable parents to assess the cost effectiveness of participation.
29. Schools will also provide non-participating parents with detailed lists of resources to supply for their child.
30. All items included in the SRS must be able to be independently sourced by parents who choose not to participate in the SRS, either from a third-party supplier or by purchasing a school-specific resource (such as a diary or workbook) from the school.
31. Schools may distribute information and invoices to parents in the year preceding the SRS but invoices must not be due before the end of the first week of term 1 of the SRS year. All invoices must have a minimum of 30 days for payment.
32. Parents must be given the option annually to choose not participate in the SRS.
33. In return for payment of the participation fee, the SRS will provide participating students with the resources and materials as outlined in the school SRS documents.
34. SRS moneys received are to be expended only on student resources outlined in the school's SRS and must not be expended on other items or used to raise funds for other purposes.
35. As the SRS operates for the benefit of participating parents and is funded primarily from participation fees, the school retains control of the resources and determines the rules around their availability to non-participants.
36. A student entering the school during the school year is entitled to pay a pro-rata fee to participate.
37. Where participation fees have been paid and a student leaves the school during the year, schools must determine if parents will be eligible for a pro-rata refund. This calculation will also take into account any pro-rata allocation of the TRA (if eligible) and any outstanding SRS debts (including any debts from damaged or non- returned items). Where the cost of outstanding debts is higher than the calculated refund, parents will be liable to pay this balance of funds.
38. The replacement cost of any resource will be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school, as detailed on the annual SRS information provided to parents.
39. Schools may initiate debt recovery action in accordance with the debt management procedure where a parent has an outstanding debt.