



**SUBJECT SELECTION AND
FINANCIAL COMMITMENT FORM**

Name

(Name must be same as Enrolment Form)

Step 1. SUBJECT SELECTION

- A. If you wish to apply for specialist programs, complete the application form and indicate your intentions on page 2
- B. Select ELOs (Page 2) with a preference from 1 to 4. To assist you in making your selection refer to the ELO Handbook on the College website. <http://www.chancellorsc.eq.edu.au>
- C. Sign Parent Acknowledgement (Page 2).

Step 2. FINANCIAL COMMITMENT

D. ELO SUBJECT COSTS

Some subjects chosen attract a fee and full payment is required for this subject regardless of whether you participate in the Student Resource Scheme (Page 2).

Payment of Semester 1 subject costs are due Thursday 28 March 2024 (last day of Term 1).

E. STUDENT RESOURCE SCHEME

Cost of Scheme: \$329.00

The Scheme provides all textbooks, class sets of books, College produced booklets and handouts, reference materials such as novels, books, software access, student homework diary planner, student ID card, equipment, class materials and consumables.

Refer to Student Requirements List on the College website. <https://chancellorsc.eq.edu.au>

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).

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 requests 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 or phone 5453 3222 # 4.

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.

F. COMPLETE STUDENT RESOURCE SCHEME PARTICIPATION AGREEMENT (Page 3)

Sign Participation Agreement Form (Page 3).

Step 3. RETURN FORM

Existing 2023 Year 6 CSC Primary Students are to return this form to the **Primary Campus Office** from **Monday 21 August to Friday 8 September 2023**. Do not return this form to a classroom teacher.

2024 Year 7 New Students are to return this form as a priority to the **Secondary Campus Office**, no later than **Friday 8 September 2023**.

YEAR 7 – 2024 ELO SELECTION FORM

LODGEMENT
NUMBER

Name of current school:

Office Use Only

CORE SUBJECTS

All Year 7 students study Mathematics, Science, English, and Humanities for 12 months.

Health and Wellbeing and Japanese are core subjects studied for 6 months.

SUBJECTS BY APPLICATION

The following ELOs represent opportunities for students to excel in physical or intellectual pursuits. *These programs require students to participate in selection trials or interviews before final selections are made.

Students wishing to be considered for these programs are required to complete an application and submit to the office with the subject selection form. Please indicate the program/s you are applying for:

I would like to be considered for... (Please tick)

- The Elev8 Program (1 Semester)
- Football/Futsal Academy Program (full year) \$60
- Touch Football Academy Program (full year) \$60

Note: Additional associated costs apply – see the College website for full details.

ELO SUBJECTS

All students will study one ELO (*Enhanced Learning Opportunity*) per Semester. Below is the list of subjects on offer and all students need to select four subjects from the list.

Please rank your selections from 1 (most desired) to 4

Subject details can be found in the ELO Booklet on the College website <http://www.chancellorsc.eq.edu.au>

RANK	SUBJECT	COST
	ARTS	
	Dance	\$10
	Drama	\$10
	Media Arts	\$20
	Music	\$35
	Visual Art	\$45
	HPE	
	Athlete Development Program	\$20
	S.T.E.M.	
	Design and Coding	\$15
	Design and Manufacturing Technology	\$40
	Engineering and Robotics	\$20
	Food Technology	\$40
	Science Investigations	\$20

PARENT ACKNOWLEDGEMENT

I have discussed with my child the ELO choices listed above.

I understand that:

- I am responsible for paying the cost (if any) of ELO subjects chosen.
- Some ELOs may not run due to insufficient numbers or a change in College staffing.

Every effort will be made to place my child in their first preference and that the selections above represent topics they are willing to undertake should they not get their first preference.

Parent Signature:

Semester 1 Subject Costs invoiced in Week 3 of Term 1. Full payment required by Thursday 28 March 2024 (last day of Term 1).

Semester 2 Subject Costs invoiced in Week 3 of Term 3. Full payment required by Friday 13 September 2024 (last day of Term 3).



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	Semester 1 Subject Cost	Total
		\$329.00	\$	\$
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 (select one)

- Now** I wish to make full payment now for SRS \$329.00 and full cost of Semester 1 Subject Cost as listed above.
- Instalments** I wish to make instalment payments:
SRS Fee: Term 1: \$129.00 – due Friday 2 February 2024;
 Term 2: \$100.00 – due Friday 26 April 2024;
 Term 3: \$100.00 – 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 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 to 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.