



# BUNDABERG STATE HIGH SCHOOL

## Student Resource Scheme Annual Parent Information Letter – Year 12

Dear Parent/Carer

This letter contains important information about the **2024 Student Resource Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports student's 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, computer or musical equipment for personal use, and many 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, Bundaberg State High School operates a SRS for 2024.

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 scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association.

### How do I participate in the scheme?

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.

### NEW STUDENTS

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. Payment of the participation fee implies acceptance of the SRS including the terms and conditions, irrespective of whether or not the signed form has been returned. If no payment or participation form is received by **29 February 2024**, 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 STUDENTS

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.

### 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. ID Card, 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).
  - 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 school's SRS fee is calculated based on:

1. A flat fee for a cohort group of students (e.g. a year level), AND
2. A fee determined by the subjects selected by the individual student.

Please refer to the SRS Resource list on the school's website 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. The amounts change yearly and are current at November 2023. 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>).

Year level	TRA Rate
Years 7 to 10	<b>\$146</b>
Years 11 to 12	<b>\$317</b>

## The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the schools 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.

Elective curriculum subject fees are listed in the Schedule of Fees on the website.

Parents will be charged a pro rata participation fee for a student who enrolls after the first week of school, calculated on a 41-week school year basis. If a student is transferring from another Queensland school after the last Friday in February, it will be necessary to also charge a pro-rata amount of the Government Textbook & Resource Allowance, as the previous school would have already received the payment.

## 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.

## 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 upon completion of the [SRS Fee Payment Arrangement Form](#), which is on the website.

Any unpaid invoices, will be managed according to the department's [Debt Management Procedure](#) and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made.

## Payment Method

SRS payments can be made by QParent/BPOINT, EFTPOS (Credit/Debit Card), 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.
- BPoint Direct Debits can be arranged by completing the 'Electronic Direct Debit Request' form attached
- 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](http://humanservices.gov.au/centrepay) for more information on how to set up your Centrepay deductions. If assistance is required with setting up a plan, please complete the 'Centrepay Deduction Authority' form attached.

### BPOINT IS THE PREFERRED PAYMENT METHOD

**TAX INVOICE**

David Bond  
74 SUNSHINE AVENUE  
MORNINGTON QLD 4504

INVOICE NUMBER: 17587  
INVOICE DATE: 7-Nov-2014  
INVOICE REF: 201944  
DEBTOR ID: 244299  
ORDER NUMBER: 4015196

Ryan Bond EQ ID: 00123456789G Page 1 / 1  
School Roll Class: W03

Item Description	Quantity	Item Price	Inv. Amount
Laptop for Learning Program 2015 Fee	1.00	260.00	260.00
			GST TOTAL: 0.00
			INVOICE TOTAL: 260.00

Full payment of Student Resource Scheme fees are required to participate in this program

**Online Card Payment**

CRN: 0001234000  
Invoice No. 17587  
This invoice can be paid by card via BPoint  
<http://www.bpoint.com.au/payments/dete>

**Make a BPOINT Payment**

Biller Code: 1002534 (Department of Education)

Customer Reference Number: 0001234000

Invoice Number: 17587

Student Name: Ryan Bond

Amount (AUD): 260

Select your payment option:

## Pro-Rata Refunds

If a student leaves during the school year, a pro rata refund is given to the parent of the student who has paid the SRS fee and returned the completed 'Student Clearance/Request for Refund' form. The pro rata refund is calculated on the fees paid, less the cost of consumed materials and the replacement cost of scheme items that are lost, negligently damaged or not returned. While every effort is made to process refunds in a timely manner, it may take up to six weeks.

## The Student Resource Scheme does not include:

- Voluntary financial contributions to supplement the instruction, administration and facilities for the education of the student at school
- Resources funded by the state through grant funding to provide a core educational service including student internet access during class time
- School extra-curricular activities or products such as incentive day excursions, camps, senior formal and senior jersey
- Personal requirements (e.g., Stationery, writing materials, drawing sets, graphics calculators, scientific calculators & protective clothing) as outlined in the Stationery List
- Excessive printing (students will be allocated a nominal amount and will pay a top-up fee once this is used)
- Excursions, camps, performances
- Education service from outside providers (e.g., VET courses)

## Notes

Before a student can be considered for participation in an extra-curricular School activity, a parent is expected to have:

- Fully paid all outstanding fees or
- Paid the SRS and other outstanding fees up to and including the week in which the activity takes place or
- Made regular on-going payments towards these fees, as previously arranged with the Principal or Business Manager
- Been exempted by the principal from paying all or part of these fees

A student, whose parent has joined the SRS but not paid the participation fee, will continue to be provided with instruction, administration and facilities for their education while in the classroom, but will not be able to take the resources home. The student will not be considered for participation in extra-curricular activities.

Students who have elected to study practical and non-compulsory subjects, and who have not paid the elective curriculum subject fee will take part in learning opportunities, subject to course vacancies. However, these students will not be entitled to take the finished product home at the completion of the task.

**School policy endorsed by the P&C is that prior to any excursions, camps, Senior Jerseys, trips etc. all SRS and subject fee payments should be finalised, or if on an agreed Payment Plan, payments are up to date. Exceptions will be by negotiation with the Principal only.**

## Invoicing and Payment of Fees

<b>SRS:</b>	will be invoiced November 2023 and payment is required or a payment plan must be in place by 29/01/2024 to ensure students have access to all textbooks and resources to begin the year
<b>Elective Subject Fees:</b>	will be invoiced week 2 2024 and payment is required or a payment plan must be in place by 01/03/2024
<b>Certificate Program Fees:</b>	will be invoiced November 2023 and payment is required in full by 19/01/2024
<b>Instrumental Music Fees:</b>	will be invoiced week 2 2024 and payment is required or a payment plan must be in place by the 01/03/2024

## Contact Us

For all queries regarding the SRS and its inclusions, or to discuss payment options, please contact Accounts Receivable on 4154 5307.

The Cashier window is situated on the rotunda side of the Main Administration building, down from the Visitor Reception entrance.

***Please return the completed SRS Fee Payment Arrangement Form,  
including payment plan paperwork if required to the school  
Cashier window by Monday, 29 January 2024.***

### CASHIER HOURS FOR 2024

Wednesday 17 January 2024	8:00am – 1:30pm
Thursday 18 January 2024	10:00am – 1:30pm
Friday 19 January 2024	8:00am – 1:30pm
<b>School days: Wed, Thurs, Fri</b>	<b>8:00am – 1:30pm</b>

## Resource Scheme – Part A

<b>PART A: STUDENT RESOURCE SCHEME</b>		These fees apply to all Year 12 students
<b>All Subject Areas</b>	Inclusive of core curriculum learning resources: <ul style="list-style-type: none"> <li>• teacher prepared materials for distribution,</li> <li>• photocopying of class resources,</li> <li>• textbooks (hardcopy and online, class set of books, novels, eBooks, eLearning platforms (e.g. Turnitin, ClickView, Oxford, Cambridge), atlas, dictionary, thesaurus</li> <li>• general classroom consumables</li> <li>• ID Card</li> <li>• personal printing allowance</li> <li>• administration of the SRS</li> <li>• Student online programs including but not limited to: Education Perfect</li> <li>• PPE and supplies for experiments</li> <li>• District Affiliation Fee</li> </ul>	\$317.00
<b>TOTAL PART A</b>		<b>\$317.00</b>
<b>TEXTBOOK AND RESOURCE ALLOWANCE</b>		<b>\$317.00</b>
<b>TOTAL PAYABLE TO SCHOOL</b>	<b>FEE APPLIES TO ALL YEAR 12 STUDENTS→</b>	<b>NIL</b>

## Resource Scheme – Part B

<b>PART B: ELECTIVE SUBJECT FEES</b>		These fees apply only to students enrolled
Aquatic Practices	AQP	\$28.00
Building and Construction Skills	BSK	\$45.00
Drama in Practice	DRP	\$20.00
Early Childhood Studies	ECS	\$15.00
Engineering Skills	ESK	\$60.00
Furnishing Skills	FUR	\$50.00
Hospitality Practices	HPJ	\$15.00
Japanese	JPS	\$10.00
Sport and Rec	REC	\$18.00
Visual Art in Practice	VAP	\$33.00

## Resource Scheme – Part C

<b>PART C: CERTIFICATE PROGRAMS</b>		These fees apply only to students enrolled
Certificate III in Health Support		\$499.00

## Resource Scheme – Part D

**PART D: INSTRUMENTAL MUSIC**These fees apply only  
to students enrolled**PERFORMING  
ARTS**

Instrument Hire	\$40.00
Music Library	\$20.00
Instrumental Music Program Fee	\$60.00

*\*All fees are approximate at time of print and subject to change without notice*





Payments can be made online using the BPoint link found on invoices, as seen below:



Alternatively, payment plans can be set up via BPoint by completing the table below:

Electronic Direct Debit Registration (eDDR)	
Information	Values
Biller Code (Bundaberg State High School):	1002534
Student Name:	
Invoice Number:	
Customer Reference Number (see invoice):	
Schedule Amount:	\$
Frequency:	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly
Start Date:	
Total Payment Amount:	
Email:	

Once this information is forwarded onto BSHS, the accounts department will email a link to be activated by the fee payer within 7 days.



STUDENT EQ ID: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_

## CENTREPAY DEDUCTION AUTHORITY

(To be used only if the customer cannot set up a deduction through MyGov)

Parent Family Name

Parent Given Name(s)

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Parent Date of Birth

Phone Number

/ /	
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CENTRELINK CUSTOMER REFERENCE NUMBER

			-				-			-	
--	--	--	---	--	--	--	---	--	--	---	--

School: Bundaberg State High School

School Customer Number 555-072-472-L

Type of Request:

- |                                      |                          |                       |
|--------------------------------------|--------------------------|-----------------------|
| <b>1. Start a new deduction</b>      | <input type="checkbox"/> | Complete Part A and D |
| <b>2. Change a current deduction</b> | <input type="checkbox"/> | Complete Part B and D |
| <b>3. Cancel a current deduction</b> | <input type="checkbox"/> | Complete Part C and D |

**A. Start a new deduction**

From which payment do you want the deduction to be taken (e.g., Age Pension, Newstart Allowance, Family Tax Benefit or Parental Leave Pay)?

**What amount do you want deducted?**

The minimum Deduction amount for Centrepay is \$20.

\$

**Which payment date do you want the deduction(s) to start from?**

Your next available payment date  Or A future payment date (up to 8 wks. in advance)

/ /

**Do you want to specify a target amount or end date?**

Your deduction will stop if it is cancelled or if you reach a target amount or end date.

No, just continue it until cancelled

Or

Yes, stop at target amount

\$

Or

Yes, stop at end date

/ /

**B. To CHANGE your current deduction or target amount PERMANENTLY**

New deduction amount - each fortnight

Start date for the change

**OR**

New Target Amount

Start date for the change

**C. To CANCEL your current deduction**

**Note:** You are about to cancel your Centrepay deduction. Make sure you have other arrangements in place if required

**From what date do you want the deductions to stop?**Your next available payment date  or a future payment date of
**D. Authorisation – read, sign and date the statement (MUST be completed)**

I authorise the Australian Government Department of Human Services to make a Deduction of \$ ..... for each fortnight from my nominated Centrelink account and pay the amount to Bundaberg State High School, as I have directed within this form.

I give permission for Bundaberg State High School to disclose my information to the Department of Human Services for the purposes of checking my account number, billing number and amount I want to pay, and reconciling my payment Deduction details.

I also give permission for Bundaberg State High School to give the Department of Human Services my correct account and billing number if required.

**I understand that:**

I can change or cancel my Deduction at any time; and further information about Centrepay can be found online at [humanservices.gov.au/centrepay](http://humanservices.gov.au/centrepay)

If my deduction has a target amount and the final deduction is set to pay less than \$2, my second last deduction will be increase by up to \$2 to cover the final amount.

If I stop using the Business but do not stop my Centrepay deduction(s), the business may instruct the Department of Human Services to stop the deduction(s).

**Your Signature**

**Date**

**IMPORTANT INFORMATION**

The Department of Education is collecting your personal information on this form for the purposes of confirming your consent to set up Centrepay arrangements for certain school fees (resources scheme, excursions etc.) or fees and charges pertaining to debts owing to the department. This form will be submitted to Centrelink centrepay as evidence of your consent for this arrangement and will allow your nominated school or business unit, on your behalf, to set up centrepay deductions, vary deductions or cancel deductions under the directions set out in the Centrelink centrepay procedural guide for businesses. We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. If you have any concerns about the use and disclosure of your personal information on this form please contact the relevant school or business unit in the first instance.