

Textbook and Resource Hire Scheme

Casuarina Senior College (CSC) aims to provide an outstanding education and quality outcomes for all students. This is achieved by providing a rich and varied curriculum and by maximising student engagement.

In order to ensure the continuation of excellent educational practice and the achievement of quality outcomes for CSC students, the College offers a fair and equitable Textbook and Resource Hire Scheme.



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Intent of the scheme

The Textbook and Resource Hire Scheme was introduced at the College in 2009. The intention of the scheme is to reduce the financial outlay by parents, to provide a comprehensive range of resources for students and to support families in providing students access to quality, up to date resources. Participation in the scheme is voluntary.

Parents/Guardians are under no obligation to join, however, if they elect not to join the scheme, they will need to provide all necessary textbooks and pay for subject specific resources for the students. The Textbook and Resource Hire list is available on the College website or by contacting the College on 8983 7320.

How much does the scheme cost?

Cost \$325 this cost comprises a \$100 refundable bond* (conditions apply)

***Refundable bond** – There is a \$100 refundable “bond” component. The bond may be refunded when the student completes his/her studies at CSC or it can be carried over to the next academic year. The bond component is to be refunded to the person who initially made the contribution upon completion of the refund form and providing all resources borrowed have been returned in good condition.

Example: Bond carry-over

| | |
|--|---------------|
| First Year | You Pay \$325 |
| Second Year (\$100 bond carried over from previous year) | You pay \$225 |
| Third Year (\$100 bond carried over from previous year) | You pay \$225 |

A \$50 discount applies to all contributions to the Textbook and Resource Hire Scheme if full payment is made before the end of week 3 at the beginning of the school year.

Benefits of the scheme

The scheme;

- Ensures that all participating students are adequately provided with the most appropriate texts and resources for their course of study
- Minimises the cost of providing textbooks and other resource materials for students
- Provides a broader range of texts and resources than would be available with individual purchasing
- Allows students to have access to books and resources when they are needed
- Supports effective teaching and learning when the resources are available to all students from the start of the school year
- Eliminates difficulties associated with locating and purchasing specific resources and texts

What is provided by the scheme?

If you choose to participate in the scheme, and in return for a hiring fee, the Textbook and Resource Hire Scheme provides;

- Prescribed textbook for each subject studied as required
- Hire of Calculators, graphics (RRP \$220 approximately) or Scientific (RRP \$30 approximately)
- Industry standard computer software (e.g. Adobe suite, Microsoft Office, AutoCAD, MYOB, Efofex, etc.)
- Digital cameras as required
- Printing credit of \$10 per semester
- Sporting Equipment

- Audio-visual equipment (i.e. digital video cameras)
- Photographic student ID card
- Class sets of texts
- A necessary range of teacher prepared notes and worksheets
- Reproduced materials which complement and/or substitute for text books.
- Year book, Lanyard, USB, Bookpack

What is NOT provided by the scheme?

The scheme does not provide;

- Additional stationery items, personal equipment and consumables such as workbooks
- Excursions, camps, and field trips
- Personal photocopying
- Resources and costs associated with enrolment in VET or external courses through/via the College
- Reimbursement costs for subject specific requirements e.g. elective subjects (refer handbook)

The scheme operates as a total package. It is not available in part.

Frequently asked questions

What happens if my child leaves before the end of the school year?

If all borrowed resources are returned in good condition, the \$100 resource “bond” will be refunded in full (for further details please refer to the College refund policy). You may also receive a pro-rata refund of the Textbook and Resource Hire Scheme contribution. This amount will depend on how many weeks your child has been enrolled at the College in the current year. The calculation of refund is based on a 41 week school year. The cost of replacing lost or damaged resources will be deducted from any refund owing.

What happens if my child enrolls late in the school year?

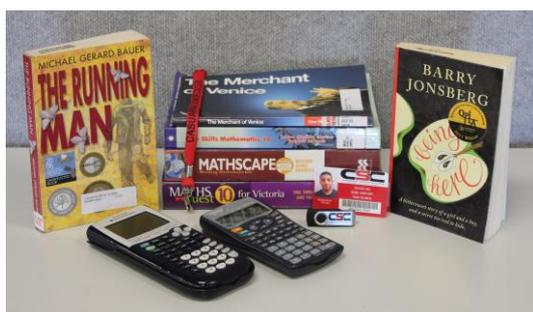
If a student enrolls during the course of the year, you may pay a percentage of the Textbook and Resource Hire Scheme. The amount will depend on the number of weeks remaining in the school year. The calculation is based on a 41 week school year. The refundable “bond” component must be paid in full for parents who choose to participate in the Textbook and Resource Hire Scheme.

What if I choose not to participate in the Textbook and Resource Hire Scheme?

When a parent elects not to join the scheme, the parent will be required to supply all books, materials and resources which can be purchased from booksellers or online. Reimbursement may be sought for subject specific consumables.

When will I have to pay?

Payment needs to be made by the end of the third week of the school year or upon enrolment, unless alternative arrangements have been made.



What if I am experiencing financial hardship?

Families experiencing genuine financial difficulty are invited to contact the Business Manager so that special arrangements and a mutually agreeable payment schedule can be made. All discussions will be held in confidence.

What are the consequences for non-payment?

Although it is voluntary to join the scheme, participating parents/guardians have entered into an arrangement to pay certain charges in exchange for the use of textbooks and resources. There is therefore an obligation on participating parents/guardians to make these payments or provide their own textbooks and resources.

The College operates the Textbook and Resource Hire Scheme to benefit all eligible students. It is not viable for the College to provide this service if contributions are outstanding. It is for this reason that students may be refused entry into the scheme if contributions relating to the scheme are outstanding from previous year/s.

What happens if my student loses or damages a borrowed resource?

Parents and guardians are responsible for the replacement cost of any resources belonging to the Textbook and Resource Hire Scheme which are damaged or lost by their child.

Where the refundable \$100 resource "bond" does not cover the replacement of lost or damaged resources, parents and guardians will be responsible for paying the difference.

Invitation

The Textbook and Resource Hire Scheme is discussed annually at the August meeting of the College Council. Parents/guardians are invited to provide feedback to the Principal or Council Chair.

Conditions of the scheme:

- All resources (textbook and other resources) remain the property of the College and all borrowed resources must be properly cared for
- Any borrowed resource that is lost, damaged or defaced must be paid for in full
- Payment for the scheme should be made on enrolment or by the end of the third week of the school year. Receipts are issued for all money received
- Parents/caregivers experiencing difficulty with payment can discuss payment strategies with the College Business Manager
- Books and resources provided under the scheme will not be issued to students whose parents/caregivers choose not to participate
- The Principal may refuse to admit a student to the scheme if there are hire resource contributions overdue from previous years
- The College reserves the right to remove students from further participation in the scheme where there is non-compliance with the conditions of the scheme
- Year 12 students attendance at the Formal may be dependent on all resources being **returned**