Year 10

Fee Payment Information

to be submitted during purchase of uniforms
QUEENSLAND ACADEMY for CREATIVE INDUSTRIES

OUR STORY

WORLD CLASS LEARNING ENVIRONMENT OF CHOICE FOR THE ASPIRATIONAL CREATIVE GENERATION

OUR GRADUATES

Global Influencers
Learning Inspired
Entrepreneurial & Enterprising
Ideas Architects
Ethically & Socially Responsible
Life Designers

The Pathmakers
whose creative intellect, skills and capabilities see them thrive and lead in the 21st Century Global Economy

OUR VISION

“To be the world class learning environment of choice for the aspirational creative generation”
Student name: …………………………………… Year level: 10

SCHEDULE OF FEES:

1. Annual Fee ($1,997.00 less deposit of $250 paid upon acceptance of enrolment offer) $1,747.00
   This annual fee is compulsory and the payment of the fee forms a condition of eligibility for attendance at the Queensland Academy for Creative Industries as per the approved enrolment eligibility plan.

2. Student Resource Scheme (see attached Textbook & Resource Hire Scheme leaflet) $585.00
   This fee is voluntary and subject to conditions set out in the Textbook & Resource Hire Scheme information pamphlet.
   The attached participation agreement form must be completed.

TOTAL ANNUAL COST 2015 $2,332.00

Fees must be settled in full by the completion of Term 3

Payment Options

<table>
<thead>
<tr>
<th>Payment Options</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Payment due by 06.02.2015</td>
<td>$1,747.00 Annual Fee $585.00 Student Resource Scheme</td>
</tr>
<tr>
<td>Periodic Payment</td>
<td></td>
</tr>
<tr>
<td>Payment 1 (due 06.02.2015)</td>
<td>$583.00 Annual Fee $195.00 Student Resource Scheme</td>
</tr>
<tr>
<td>Payment 2 (due 24.04.2015)</td>
<td>$582.00 Annual Fee $195.00 Student Resource Scheme</td>
</tr>
<tr>
<td>Payment 3 (due 17.07.2015)</td>
<td>$582.00 Annual Fee $195.00 Student Resource Scheme</td>
</tr>
</tbody>
</table>

Method of Payment

- Cash
- Cheque
- Credit Card
- Direct Credit

Credit Card Payments - Direct Debit Request Service Agreement

Privacy Statement
The Department of Education and Training through the school is collecting your personal information in accordance with the Information Privacy Act 2009 for the purposes of entering into a Direct Debit Request Service Agreement. The information will only be accessed by school employees authorised to conduct financial operations within the school. Some of the 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 and Training is authorised or required by law to make the disclosure.

Authorisation
This authority shall stand pursuant to the terms and conditions of any contractual agreement between the Parent/Carer/ Customer and the School/Centre named above.

I/We have read the attached terms and conditions and acknowledge and agree to them.
I/We request this agreement remain in force in accordance with The Schedule described at item 3 and in compliance with the attached terms and conditions.

Parent Signature …………………………………………………………………… Date: …../……/……
Academy Delegated Officer Signature: ………………………........................ Date: …./…../……

Please charge the periodical payments listed above, to my (tick one) r Mastercard r Visa

Card Number: ______________________ Expiry Date: ______________________
Name of cardholder as it appears on the card: ______________________ Signature of cardholder: ______________________

Direct Credit to Academy by the due date

Account Name: Queensland Academy for Creative Industries BSB: 064 102 Account No: 1035 4466

If you pay it directly into the account please make sure that there is a very clear message attached to the payment e.g. your child’s name.
Direct Debit Request Service Agreement
The following is your Direct Debit Service Agreement (The Agreement) with the Queensland Academy for Creative Industries ABN 19283125069. The Agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider. We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Definitions
account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.
agreement means this Direct Debit Request Service Agreement between you and us.
banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
debit day means the day that payment by you to us is due.
debit payment means a particular transaction where a debit is made.
direct debit request means the Direct Debit Request (DDR) between us and you.
us or we means the school, (the Debit User) you have authorised by signing a Direct Debit Request.
you means the parent/customer who has signed the Direct Debit Request.
your financial institution means the financial institution nominated by you on the DDR at which the account is maintained.

1. Debiting your account
1.1 By signing a Direct Debit Request, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and you.
1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
1.3 If the debit day falls on a day that is not a banking day, we will direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should as your financial institution.

2. Amendments by us
2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14 days) written notice to the address held by the school for you.

3. Amendments by you
3.1 You may change, stop or defer a debit payment, or terminate this agreement by giving us with at least fourteen (14) days notification by writing to the school, at the address provided at the top of the DDR, prior to the debit day.

4. Your obligations
4.1 It is your responsibility to ensure that there are sufficient cleared funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.
4.2 If there are insufficient cleared funds in your account to meet a debit payment:
   (a) you may be charged a fee and/or interest by your financial institution, and
   (b) you must arrange for the debit payment to be made by cash at the school office.
4.3 You should check your account statement to verify that the amounts debited from your account are correct

5. Dispute
5.1 If you believe that there has been an error in debiting your account, you should notify us directly on the school phone number as provided at the top of the DDR and confirm that notice in writing with us as soon as possible so that we can resolve your query quickly. Alternatively you can take it up with your financial institution directly.
5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.

6. Accounts
6.1 You should check:
   (a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions
   (b) that your account details which you have provided to us are correct by checking them against a recent account statement, and
   (c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

7. Confidentiality
7.1 The Department of Education and Training, through the school, is collecting bank account details in order to direct debit your account for amounts you have agreed to pay the school. The information will only be accessed by School staff and Regional departmental employees.
7.2 Some of this information may be given to your financial institution for the purpose of direct debiting your account. Your information will not be disclosed to any other person or agency unless we have your consent, or we are required or authorised by law to do so.

8. Notice
8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to the school at the address provided at the top of the DDR.
8.2 We will notify you by sending a notice in the ordinary post to the address you have given us for school records.
8.3 Any notice will be deemed to have been received on the third banking day after posting.
8.4 If your mailing address changes - you are responsible for notifying us in writing as per 8.1
Participation Agreement Form

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 2008 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.

Participation
☐ Yes I wish to participate in the Student Resource Scheme in ________________ (Year). I have read and understand the Terms and Conditions of the scheme (see reverse) 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 ________________ . I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 36.

Please refer to the accompanying Subject Requirements List and/or Year Level Requirements List for fee details.

<table>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Yr Level</th>
<th>Participation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>10</td>
<td>$585.00</td>
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<td>2.</td>
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<tr>
<td>5.</td>
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<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Total $585.00

Parent Details

Given Names:
Surname:
Address:

Contact Numbers: Home: Work: Fax: Mobile: Email:

Parent Signature: Date:

Payment Arrangement

☐ Now: I wish to make full payment now as a single payment of the total amount above.

☒ Instalments: I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: $195.00; Term 2: $195.00; Term 3: $196.00, or as negotiated with the school.

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.

School Use Only: Negotiated Instalments Approved: ____________________ Position: ____________________

Payment Method

I wish to make payment by:

☐ Centrepay Deduction* ☐ EFT ☐ EFTPOS Credit/Debit Card ☐ Cheque ☐ Cash *

* Payment by Centrepay deduction can be arranged through the school administration.
**Payment by EFT can be made to the school bank account BSB: 064-102 Account Number: 1035 4436 . To ensure correct identification of the payment, please ensure that the EFT payment reference clearly includes the STUDENT NUMBER, along with the characters 3RS, e.g. 0914415RS.
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 attending all Queensland State schools, public or private, 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 or carer to enter into an agreement with the school for the purchase of textbooks and other resources, and/or the purchase of consumables and materials for the student.

3. A Student Resource Scheme is separate 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 other resources elsewhere, through reduced prices quoted from the school's bulk purchasing procedures.

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. The 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 procedures.

11. A parent who chooses not to participate in the Student Resource Scheme must 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 3 to 12 or of secondary education age to be provided with the value of the textbooks 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 1 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 per year to the parent annually by the school. Current allowance rates are available from http://education.qld.gov.au/resources/parents/guide/methodsandrates.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 reference as indicated on the front of this form. The acknowledgement from your financial institution of the successful electronic transfer of funds should be retained as your record of payment.

17. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.

18. For payments made in person by cash, cheque or 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 individual circumstances. Centreslink's decision on a child support affidavit will be noted as final.

20. Any discussions will be kept in the strictest confidence.

21. The onus of proof of owing as affected is on the parent, and must include the current Care Card or other evidence to establish financial hardship.

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

Terms and Conditions of Participation in the Scheme

23. For the purposes of the scheme, where a student is living independent of either parent, reference in the terms and conditions to "parent" is a reference to the independent student.

24. 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.

25. 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 Requirement List and/or Subject Requirement List as being provided by the scheme, when due for the student's use.

26. Non-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.

This fee is for specialised software that will be added on payment to the purchased device to maximise functionality. The Software Levy is a voluntary once only payment for the duration of the enrolment at QACI. Refer to Page 5 in the Macbook Program Information Booklet.

Student Name:_____________________________ Amount: $320.00

(Please complete all necessary sections)

**Section 1**  
**Method**

☐ Cash ☐ Direct Credit ☐ Cheque ☐ Credit Card

☐ Repayment arrangement with the Principal (needs to be accompanied by a written request)

**Section 2**  
**Credit Card Authorisation**

☐ I hereby authorise Queensland Academy for Creative Industries to debit my Credit Card.

☐ MasterCard ☐ Visa

Name of cardholder as it appears on the card: ________________________________

Card number No:

[Blank lines for card number]

Expiry Date:

[Blank lines for card number]

**Direct Credit to Academy**

Account Name: Queensland Academy for Creative Industries BSB: 064 102 Account No: 1035 4466

Bank and Branch: Commonwealth Bank, 230 Waterworks Road, Ashgrove.

If you pay it directly into the account please make sure that there is a very clear message attached to the payment e.g. your child’s name.

**Section 3**  
**Signature**

_________________________  ________________________  _______________
Name      Signed     Date

Payment to be received by Friday 6th February, 2015
Student Name:________________________________________  Amount: $298.00

(Please complete all necessary sections)

Section 1  Method

☐  Cash    ☐  Direct Credit    ☐  Cheque    ☐  Credit Card

☐  Fee relief arrangement with the Principal (needs to be accompanied by a written request)

Section 2  Credit Card Authorisation

☐  I hereby authorise Queensland Academy for Creative Industries to debit my Credit Card.

☐  MasterCard    ☐  Visa

Name of cardholder as it appears on the card: ________________________________

Card number No:

Expiry Date:

Direct Credit to Academy (to be deposited by Friday 23rd January, 2015)

Account Name: Queensland Academy for Creative Industries  BSB: 064 102 Account No: 1035 4466

Bank and Branch: Commonwealth Bank, 230 Waterworks Road, Ashgrove.

If you pay it directly into the account please make sure that your students name is attached to the payment.

Section 3  Signature

_______________________   ________________________   _________________
Name      Signed     Date

Payment to be received by Tuesday 27th January, 2015