

Student Name:

# Queensland Academies

## Creative Industries Campus

Year 10

Fee & ICT Information

*to be submitted by  
25<sup>th</sup> November, 2016*



CLEVER



CREATIVE



GLOBAL



Queensland Government

PO Box 2087 Kelvin Grove Qld 4059 Ph: (07)35529333 Fax:(07) 35529300  
CRICOS Provider Number:00608A web: <http://qaci.eq.edu.au> email: [admin@qaci.eq.edu.au](mailto:admin@qaci.eq.edu.au)





**EXTERNAL USE OF ACADEMY  
ICT EQUIPMENT  
2017**

Students may borrow ICT equipment, as directed by their teacher, for external use. This may include, loan laptops, cameras, film equipment, iPADS and accessories. On receipt of loan equipment students are issued with an **Education Queensland EQ11 form** (which gives the specific and unique details for the individual item/s being borrowed), to be signed by the parent/guardian and student and returned to the Academy issuing Department by the next business day.

The EQ11 form indemnifies Education Queensland against financial cost for loss or damage of the loaned equipment. In signing this form, Parents/Guardians agree to replace the lost or damaged item. The Education Department does not provide insurance for loss or damage of school equipment.

(Indemnity clause wording from EQ11 Form)

“Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify Education Queensland against loss or damage from any cause whatsoever, to the equipment detailed herein and, **in the event of damage to restore and deliver such equipment to Education Queensland, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.**”

As it is impractical to wait for the return of the EQ11 form before loaning equipment, it is necessary for us to have an indication that parents/guardians are aware of and support the borrowing guidelines.

**EXTERNAL USE OF SCHOOL ICT EQUIPMENT**

- I agree that in the event my student borrows school equipment for offsite use, and it is lost, stolen or damaged, that I will bear the cost of repair or replacement of such equipment.  
I understand my student will be issued with an EQ11 form to be signed by parent and student and returned at the time of borrowing.
- OR
- I do not wish my student to borrow any school equipment for use offsite. If my student requires a loan laptop or other equipment, I understand that it must be used on site and returned to the IRC at the end of each day. A note will be made of this request in the Academy borrowing databases.

Parent/Guardian full name: \_\_\_\_\_

Parent/Guardian signature:  \_\_\_\_\_

Student Full Name \_\_\_\_\_ Year Level \_\_\_\_\_

Date: \_\_\_\_\_

## INSTALLATION AGREEMENT

2017

### MICROSOFT OFFICE AND ADOBE INSTALLATION INSTALLATION AGREEMENT


As part of the Microsoft and Adobe Agreements with Education Queensland Schools, students are able to install the Microsoft Office Suite and Adobe Creative Cloud Master Collection on parent owned laptops for the duration of enrolment at the Academy. The programs will not be accessible after exit from the Academy unless transferring to another Education Queensland school which provides similar access to these programs. Students may not use the Adobe programs for commercial gain.

**To indicate your acceptance of these conditions, parents are asked to sign and return the following agreement with the other included ICT forms. It is a requirement of Microsoft and Adobe Master Collection Programs installation that an agreement is held on site.**

I (Parent/Guardian full name) \_\_\_\_\_

of student, \_\_\_\_\_ have read the conditions for the installation of Microsoft Office and Adobe software. I understand that on exit, that the Academy licence for these programs will no longer be accessible to the student. As a consequence I will ensure my student takes appropriate measure's to back up associated files.

Parent/Guardian full name: \_\_\_\_\_

Parent/Guardian signature:  \_\_\_\_\_

Date: \_\_\_\_\_

**Queensland Academies Creative Industries Campus  
ANNUAL FEE & CHARGES SCHEDULE**

**2017**

**Student name:** .....

**Year level: 10**

**SCHEDULE OF FEES:**

1. **Annual Fee** (\$2,139.00 less deposit of \$250.00 paid upon acceptance of enrolment offer) **\$1,889.00**  
This annual fee is compulsory and the payment of the fee forms a condition of eligibility for attendance at the Queensland Academies Creative Industries Campus as per the approved enrolment eligibility plan.
2. **Student Resource Scheme** (see attached Student Resource Scheme information) **\$690.00**  
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 2017                    \$2,579.00**

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

**Payment Options**

<u>Single Payment due by 03.02.2017</u>		<input type="checkbox"/>	\$1,889.00	Annual Fee	<input type="checkbox"/>	\$690.00	Student Resource Scheme
<u>Periodic Payment</u>							
Payment 1 (due 03.02.2017)		<input type="checkbox"/>	\$630.00	Annual Fee	<input type="checkbox"/>	\$230.00	Student Resource Scheme
Payment 2 (due 21.04.2017)		<input type="checkbox"/>	\$630.00	Annual Fee	<input type="checkbox"/>	\$230.00	Student Resource Scheme
Payment 3 (due 14.07.2017)		<input type="checkbox"/>	\$629.00	Annual Fee	<input type="checkbox"/>	\$230.00	Student Resource Scheme

**Method of Payment Options**

Cash     Cheque     EFTPOS     QParent/BPoint     Direct Credit

**EFTPOS 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)                     Mastercard                     Visa

<b>Card Number:</b>																<b>Expiry Date</b>			
<b>Name of cardholder as it appears on the card:</b>										<b>Signature of cardholder:</b>									

**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 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 Queensland Academies Creative Industries Campus, 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 ask *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 providing *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.
- 7.1 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
<p>The scheme is designed to offset the cost to you of the provision of educational resources associated with your child's education. These resources enhance your child's educational experience and assist them to fully engage with the curriculum. The scheme may be split into two components:</p> <ol style="list-style-type: none"> <li>a whole of school component which is common to all students depending on their year level; and</li> <li>specific goods and services consumed by your child which are related to individual subjects undertaken by your child</li> </ol> <p><input type="checkbox"/> <b>Yes</b> I wish to participate in the Student Resource Scheme in 2017. I have read and understand the Terms 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.</p> <p><input type="checkbox"/> <b>No</b> I do not wish to participate in the Student Resource Scheme in 2017. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 38.</p>

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

Student Given Name	Student Surname	Yr Level	Fee
1.		10	\$690.00
2.			\$
3.			\$
4.			\$
<b>Total</b>			\$

**Parent Details**

<b>Name:</b>			
<b>Parent Signature:</b>		<b>Date:</b>	

**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: \$230.00; Term 2: \$230.00; Term 3: \$230.00 or as negotiated with the school: Queensland Academies Creative Industries Campus

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.

School Use Only: negotiated instalments approved: \_\_\_\_\_ Position: \_\_\_\_\_

**Payment Method – Please complete previous document**

I wish to make payment by:  **QParent/BPOINT\***  **EFTPOS (Credit/Debit Card)**  
 **Cheque**  **Cash**

\* **Online** through **QParents/BPOINT** or see your school's website  
 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 your CRN, please contact the school.

## Privacy Statement

The Department of Education and Training, through the school, is collecting your personal information in accordance with section 51 of the *Education (General Provisions) Act 2006* 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 and Training is authorised or required by law to make the disclosure.

## 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 enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, 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 to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.
3. A Student Resource Scheme is separate to 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/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.
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 processes.
11. A parent who does not wish to participate in the student resource scheme shall 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 7 to 12 or of secondary education age to be paid the value of the Textbook 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 7 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 a calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school's Student Resource Scheme. This option is made available to each parent annually by the school. Current allowance rates are available from <http://education.qld.gov.au/finance/grants/fund/garp/html/par-stu.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. 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.
17. 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 your CRN, please contact the school.

18. 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.
19. For payments made in person by cash, cheque or credit/debit 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

20. 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. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
21. The onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.
22. Any concessions given to the participation fee will be at the discretion of the Principal.

## Terms and Conditions of Participation in the Scheme

23. Payment of the prescribed fee implies acceptance of the Student Resource Scheme including the Terms and Conditions irrespective of whether or not the signed form has been returned.
24. For the purposes of the scheme, where a student is living independent of his/her parents, reference in the terms and conditions to "parent" is a reference to the independent student.
25. 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.
26. 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 Requirements List* and/or *Subject Requirements List* as being provided by the scheme, when due for the student's use.
27. 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.
28. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent.
29. Without limiting any other action the Principal may take in accordance with these terms and conditions, subject to 26 above, the Principal may withdraw a student's participation in the scheme due to non-payment of participation fee, and/or may require the return of items provided by the scheme for the temporary use of the student, and/or may withhold the giving of any further items under the scheme until the debt is paid.
30. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year's scheme.
31. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional school activity, but not from graduations and formals.
32. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.
33. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
34. Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.
35. The parent is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the *Year Level Requirements List* and/or *Subject Requirements List* or otherwise advised by the school.
36. If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.
37. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis.
38. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme.



**Queensland Academies Creative Industries Campus**  
**ICT COSTS AND LEVIES**  
**2017**

Student Name: \_\_\_\_\_

Amount: **\$350.00**

***(Please complete all necessary sections)***

**Section 1**

**Method**

- Cash   
  Cheque   
  EFTPOS   
  QParent/BPoint   
  Direct Credit

**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**

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 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 3<sup>rd</sup> February, 2017**



**Queensland Academies Creative Industries Campus**  
**KINDILAN OUTDOOR EDUCATION CENTRE 2017**

Student Name: \_\_\_\_\_

Amount: **\$335.00**

***(Please complete all necessary sections)***

**Section 1**

**Method**

- Cash   
  Cheque   
  EFTPOS   
  QParent/BPoint   
  Direct Credit

**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:

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Expiry Date:

--	--	--	--

**Direct Credit to Academy** *(to be deposited by Friday 2<sup>nd</sup> December, 2016)*

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 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 Monday 5<sup>th</sup> December, 2016**