Queensland Academies
Creative Industries Campus

2017 Year 12
Student Re-Enrolment Forms

to be returned to QACI
by no later than
Friday 25th November, 2016
1. Laptop use: Students are required to bring to laptop to the Academy every day. The laptop should be protected by a hard case shell and laptop sleeve of the type and colour designated in the BYOD purchasing booklet. The laptop should be charged prior to entry each day and any issues with hardware or software must be reported to the ICT Help Desk as soon as possible.

2. The Academy’s Internet and email accounts exist to provide access to curriculum-related information. These accounts should not be used to access material that is unrelated to the Academy curriculum. Personal email accounts should not be used for Academy communications and Academy email communications must be checked daily. Education Queensland network account and/or laptop login details should not be divulged to others. Students should not use another student’s account details to access information and communication technology facilities or mobile devices.

3. The Principal or Principal’s delegate may access a student’s email inbox and laptop files if inappropriate use is suspected. Non-approved programs (including but not limited to) games, movies and music are not to be downloaded or saved onto the Academy network, student laptops or run from external media. Music, game and video files may be deleted on site if the student cannot supply proof of ownership. Parents will be notified prior to such action. Additionally, Academy Education Site-licensed programs or Adobe software must not be used for commercial gain.

4. Publications dealing with pornography or extreme violence are not permitted at the Academy. Students must not use the Internet or email to access or share unacceptable material and should report receipt of such material immediately to Academy staff.

5. Copyright law states that it is unlawful to copy and/or distribute an author’s work without consent. Students should acknowledge the source of any work accessed online in preparation of assignments. Online source material utilised in assignments must be cited appropriately using the Academy Referencing Standard. ICT devices used onsite at the Academy must not be used to download, store or transfer material which does not have copyright clearance. This includes but is not limited to, the use of peer-to-peer (P2P) and online storage facilities, music, games and video.

6. Academy students should not engage in improper use of telecommunications services. The 1995 Commonwealth Criminal Code Act states that: ‘A person is guilty of an offence if: (a) the person uses a carriage service; and (b) the person does so in a way (whether by the method of use or the content of a communication, or both) that reasonable persons would regard as being, in all the circumstances, menacing, harassing or offensive.’ (https://www.comlaw.gov.au/Details/C2006C00305) Having read the above statement on Improper Use of Telecommunications Services, students agree that in all online communication they will be respectful and use appropriate written expression. Detailed guidelines are published in the Academy Responsible Behaviour Plan.

7. Students should not use a personal mobile broadband device within the Academy as this may bypass the Education Department filtering system or compromise security of the Academy network. Students should ensure their laptop remains visible on the network at all times and should understand that Academy staff may utilise remote access software to observe network activity throughout the Academy day.

8. An external hard drive (which will remain off site) and Time Machine program should be utilised to regularly backup and store personal data. The Academy is not required to retrieve data, which has not been backed up appropriately.

9. Access to Academy site-licenced programs will cease on exit and should not continue to be used unlicenced.

10. The Academy will not be held responsible for the damage of a student’s laptop by another student.

Information & Communication Technologies and Laptop Student Use Agreement

I understand and agree to the conditions outlined in the Academy ‘Information and Communication Technologies Student Use Agreement’. Consequences of violation of this agreement will be determined in accordance with the Academy’s Responsible Behaviour Plan for Students and Code of School Behaviour (Available on the Academy website). This may include restricted access to the Academy network and withdrawal of permission to use a personally owned device at the Academy. In this case the student may be supplied with an Academy loan device during the period of restricted access.

Student Signature: ___________________________ Year Level _____________ Date: ________________
Dear Parent/Caregiver,

In the operation of the Academy student information and images are used in a variety of ways and shared with organisations external to the Academy. This may be for the celebration of outcomes on the many occasions throughout the Academy year in which we publicly promote and share student endeavours, activities and achievements within the school and to the wider Academy community. This promotion often involves the use of photographs, images, sounds and copyright materials in print and digital media publications such as newspapers and Academy newsletters, or in displays in other media such as video, website, social media and broader digital media. The Academy Website and Queensland Academies Website showcases Academy information and events which also may include student images and student created digital content.

Communication with our community as per the information above, utilises a range of social media sites and platforms consistent with the Department of Education and Training Policy and Procedures.

The consent forms which follow seeks your approval to share information for operational or promotional purposes to the listed organisations or contexts. Each of the providers listed have strict privacy policies and the information provided will not be provided to any other external agencies than those listed for the purposes described.

Details are provided on the separate consent form which requires your signature.

Yours faithfully,

Gavin Bryce
Principal
1. PARTICULARS – PARENT / CARER TO COMPLETE

Name to be used in association with the individual’s personal information, image, recording or copyright material: (to be completed by parents/carer)

☐ Full name ☐ First name only ☐ No name ☐ Other: [Print]

2. PARTICULARS – SCHOOLS TO COMPLETE

Description of what is to be created, used, retained or reproduced:
(Image or recording includes photographs, videos, film or sound recordings of the Individual)
☐ Individual's image ☐ Individual's recording ☐ Individual's copyright material

Description of copyright material, image, recording or other personal information:
☐ sound recording ☐ artistic work ☐ written work ☐ film ☐ name ☐ photograph / image
other: [Print]

Where will this information be used (e.g on the website, newsletter or brochure etc).
☐ newsletter (uploaded to the web) ☐ printed promotional material ☐ website
don't 🎤 displays ☐ competitions ☐ year books / annuals ☐ local media
other: [Print]

What is the timeframe for the individual’s consent (e.g. is it for duration of enrolment? What date or dates?):
- until the Individual revokes consent by writing to the Principal of the school or
- 6 years from student enrolment date - 23rd January 2021

Which of the websites below will the individual’s personal information or individual work be published on (i.e. permanently published to the public):
☐ School websites: www.qaci.eq.edu.au & www.qa.eq.edu.au
The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its websites.
☐ School Facebook page: www.facebook.com/QACreativeIndustries &
www.facebook.com/Queensland Academies
The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Facebook page.
☐ School YouTube Channel: www.youtube.com/qldacademies
The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school’s programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school’s settings.
☐ School Twitter Profile: www.twitter.com/QACICreative & www.twitter.com/QLDAcademies
The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Twitter profile.
☐ Other:

Provide a short description, and the website address, of the other website/s:
1. P T Online (Online Parent Teacher Interview scheduling (as used in 2016) Student Name, Parent Name, current subjects, Parent email address. Privacy Policy: www.ptonline.net.au
2. School Photographers – MSP Photographers (as used in 2016)
   Student Name, Student ID Number, Year Level, Date of Birth – production of the student ID card.
3. ManageBac (as used in 2016) – see additional details which follow
   Student Name, IB ID Number, Date of Birth, Country of Origin, Assessment Tasks in all subjects including CAS, TOK, Extended Essay
4. IBIS (International Baccalaureate Data Capture System) (as used in 2016)
   Student Name, IB ID Number, Date of Birth, Country of Origin, Subject Selection
5. Use of Copyright material, image, recording or name on the Academy web including the web-based newsletter, Academy social media platforms and in hard copy publications which reveals identity.
   Turnitin provides a means of strengthening the implementation of the Academy's policy on academic integrity. Turnitin is one of many resources that can help ensure that academic integrity is maintained.
   Student Name, Student EQ Email address.
7. Verso App Access - by students for class work via laptop or mobile devices - see additional details which follow.
8. Infoways (Text Messaging as used in 2016) Student Name, Parent Name, Parent mobile number.
   Privacy Policy: www.infoways.com.au
3. **LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE**

   The Individual or Signatory wishes to limit the consent in the following way:

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________

   __________________________________________________________

   IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT

   If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

4. **DETAILS**

   **Name of Individual**

   **Address of Individual**
   
   (Only if different from Enrolment Form)

   **Name of School** (at which the Individual is enrolled, employed or volunteers)

   Queensland Academies Creative Industries Campus

   **Signature of the Individual**
   (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)

   **Date**
   \/
   \/

   **Signature of the parent or guardian**
   (required if the Individual is under 18 years)

   **Date**
   \/
   \/

   **Name of signing parent or guardian**

   **Address of signing parent or guardian**
   
   (Only if different from Enrolment Form)

5. **CONSENT GIVEN**

   On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

   - name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
   - copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (Individual work).

   *Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

6. **PURPOSE**

   This consent only applies to any use, recording or disclosure of the Individual’s personal information or Individual work, in connection with the Department or the State, for the following purposes:

   - any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual’s school;
   - public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
   - where the material is uploaded to a Social Media website or other website:
     - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
     - transfer of the personal information outside of Australia in the course of the operation of the website.
   - use by the media in relation to the Individual’s participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
   - any other activities identified in the Particulars section of this Consent Form.
7. **DURATION**

If the Department, the State or another person permitted by them is using the Individual’s personal information or Individual work, or has entered into contractual obligations in relation to the Department’s material that incorporates the Individual’s personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual’s personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual’s personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual’s personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. **DEFINITIONS**

- ‘Use’ includes:
  - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites, in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual’s personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual’s personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State, Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual’s personal information, Individual work or other intellectual property under any other law.
- The ‘Department’ and the ‘State’ include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- ‘Social Media Website’ includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
  - disclosing the Individual’s personal information and Individual work to the Department’s and the State’s agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual’s personal information and Individual work.

9. **NOTE**

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

10. **INFORMATION**

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual’s personal information and copyright material, together with information about the Individual’s participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual’s personal information and copyright material in conjunction with other words and images.

For example, the Individual’s personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual’s personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual’s personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual’s personal information and Individual work that has
been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a Social Media Website.

What is personal information?
Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual’s name, image or video or sound recording. It also includes the Individual’s educational information such as the Individual’s assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?
The Consent Form is retained by the Department and it will be placed on the Individual’s file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?
This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual’s personal information and Individual work to create material incorporating the Individual’s personal information and Individual work and entering into contractual obligations in relation to that material. If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the Department, where such information may enable the Individual to be identified.

Privacy
The consent to the recording, use and disclosure of the Individual’s personal information and Individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the Individual’s personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual’s personal information has been collected, used, stored or disclosed, please contact the school.
MANAGEBAC

ManageBac is a web-based application for International Baccalaureate (‘IB’) schools to manage their assessment submissions in an online paperless system. It provides students with an organizational planning tool to manage their records in Creativity, Action and Service (‘CAS’), Extended Essay (‘EE’), Theory of Knowledge (‘ToK’), Orals & Internal Assessment (‘IA’) requirements for the Diploma program.

Ultimately ManageBac will enable:
- Students to track their CAS activities against the eight learning outcomes and provide required documentation with up to six types of evidence (i.e. photos, videos, certificates etc.).
- Students to journal their ToK experiences in one convenient location
- Students to submit IAs and other assessment online directly to their teacher without the need for hardcopy
- Students to run their assessment through Turnitin (a reference checking system) with no additional cost
- Teachers to view student progress at any time and download assessment submissions.
- Teachers to record oral interviews online and submit directly to IB
- Parent access to records

ManageBac is responsible for maintaining all student data in a safe and secure manner; however, if a hard copy is ever required it can be exported as a PDF. Additional information about ManageBac and their security systems can be found on their website http://www.ManageBac.com/index.html

VIMEO PLUS

Vimeo Plus is a platform which can host high definition video (up to 1080pl). With QACI students producing a range of high quality video and multimedia content in subjects such as Film, Music and Visual Arts the standard the QACI website cannot host the size of this material.

The Vimeo Plus has advanced privacy including domain level control QACI limits access directly to Vimeo Plus to key administrators and it is not publicly accessible directly.

Videos and material stored in Vimeo Plus can only be accessed through the QACI web-site and viewed via the QACI website page only.

Vimeo Plus respects your videos and the right to decide who watches them. Privacy options allow QACI to upload videos and choose who can see them.

Private videos allow you to choose from the following options (and do not appear on any public listings or search results):
- People you choose allows you to individually choose Vimeo Plus users who are cleared to watch the video.

Password protected videos will require a password that you choose. You can also embed this video on another site and it will ask for the password there.

TURNITIN

Turnitin antiplagiarism service and GradeMark® student learning management system.

Students are required by the Academy to submit their IB Extended Essay to Turnitin to check for any breaches of copyright which are identified electronically. Additionally faculties may use this service for any assignment submission for all year levels. This enables students to make informed adjustments to their work. Additionally, class teachers may ask students to submit assignments or classwork for teacher feedback or for final assignment submission through Turnitin Grade Mark Centre. Students retain full copyright of all works submitted in both cases. At first entry, students are required to individually create a user account which includes a click through agreement to the terms and conditions. Approval is sought for this click-through process and submission of student work to Turnitin, through the parent signature to this State School Consent Form.

Identifiers required for account creation: First name (or pseudonym), last name (or pseudonym), school email address. Web address: http://turnitin.com/en_us/home

Turnitin Privacy Information and Australian Legal PDF can be found at:
http://www.turnitin.com/en_us/privacy-centre/overview

Student information and submissions to Turnitin are not available to the public and will not be published as a result of using the Turnitin service.
Parents have the ability to nominate one parent responsible for the payment of accounts or in the case of some parents/caregivers share the financial responsibility of costs associated with their child/children’s education. At the Academy we have the ability to split invoices for all student fees, activities and excursions. Therefore if you wish to share financial responsibility, each parent/caregiver will only be invoiced for the percentage they are required to contribute.

Please complete the form below indicating who is financially responsible for the payment of fees etc, indicating the percentage share (e.g. 50% per parent).

1st Student’s Name: ___________________________ Year Level: ____________

2nd Student’s Name: ___________________________ Year Level: ____________

3rd Student’s Name: ___________________________ Year Level: ____________

**EXAMPLE:**

<table>
<thead>
<tr>
<th>Father’s share is 100%</th>
<th>For $100 Excursion we would invoice:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother’s share is 0%</td>
<td>Father for $100</td>
</tr>
</tbody>
</table>

*Mother or Father could pay this amount but the invoice would be in the Father’s name.*

<table>
<thead>
<tr>
<th>Father’s share is 50%</th>
<th>For $100 Excursion we would invoice each parent separately:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother’s share is 50%</td>
<td>Mother for $50</td>
</tr>
<tr>
<td></td>
<td>Father for $50</td>
</tr>
</tbody>
</table>

*All invoiced payments would be split between parents no matter the amount or reason for the invoice.*

**All parties must sign below before the request can be processed:**

<table>
<thead>
<tr>
<th>Parent/Caregiver’s Full Name</th>
<th>Relationship to Student</th>
<th>% share of costs</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Office Use Only**

Date entered in OneSchool: ___________________________  Officer’s signature: ___________________________
**Queensland Academies Creative Industries Campus**

**ANNUAL FEE & CHARGES SCHEDULE**

**2017**

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

Year level: 12

**SCHEDULE OF FEES:**

1. **Annual Fee**
   - $2,139.00
   - 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 Textbook & Resource Hire Scheme leaflet)
   - $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**

$2,829.00

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

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**Payment Options**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee 1</th>
<th>Fee 2</th>
<th>Fee 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single Payment due by 03.02.2017</strong></td>
<td>$2,139.00</td>
<td>$690.00</td>
<td></td>
</tr>
<tr>
<td><strong>Periodic Payment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment 1 (due 03.02.2017)</td>
<td>$713.00</td>
<td>$230.00</td>
<td></td>
</tr>
<tr>
<td>Payment 2 (due 21.04.2017)</td>
<td>$713.00</td>
<td>$230.00</td>
<td></td>
</tr>
<tr>
<td>Payment 3 (due 14.07.2016)</td>
<td>$713.00</td>
<td>$230.00</td>
<td></td>
</tr>
</tbody>
</table>

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**Method of Payment**

- Cash
- Cheque
- EFTPOS
- QParent/BPoint
- Direct Credit

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**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.
  - We have read the attached terms and conditions and acknowledge and agree to them.
  - 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

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 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.
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:

1. a whole of school component which is common to all students depending on their year level; and
2. specific goods and services consumed by your child which are related to individual subjects undertaken by your child.

☐ Yes 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.

☐ No 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.

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>Fee</th>
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<tbody>
<tr>
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<td>12</td>
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</tbody>
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Total $  

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.
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 other 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 a 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 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 during 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.
Students are able to leave the Academy and participate in approved activities around the QUT precinct. The flexibility for students maximises the use of our facility and resources, whilst creating more opportunities for students to exercise, creating a balanced well-being program.

Our day schedule includes one long recess break, to accommodate a broader spectrum of activities for students and in particular physical exercise. Students at QACI have shown they are highly trustworthy and responsible in how they use their earned autonomy.

Beginning February 6 2017, all Year 11 and 12 students, subject to formal approval from a parent or caregiver, will be able to leave the Academy to access QUT libraries, exercise around the QUT precinct and / or participate in a partnership with membership access to Healthstream gym.

The whole initiative sits within our Student Earned autonomy framework, which was developed with and for students and seeks to embed QACI as a school with high expectations. QACI seeks to build their independence and increase their opportunities through responsibility and trust.

Healthstream

Working in partnership with Healthstream, Kelvin Grove, we will continue to offer a very special 'corporate style' membership for our students.

Healthstream Fitness Club and Aquatics Centre, is a complete health and fitness facility. They offer a wide variety of facilities including a state of the art fitness club and Olympic standard Swimming pool.

Located in the Kelvin Grove Urban Village, they have a broad demographic of members ranging from local residents to QUT students and staff. This makes for a great culture at the club as they cater to a broad cross section of the community. Healthstream has a friendly and inviting atmosphere, perfect for our QACI students. Staff will be on hand to educate them in correct and safe equipment use.

Membership will run term by term, and will cease over school holidays. Students will pay for a term at a time and can choose to either continue or discontinue the membership following this. The membership is offered in 8 week blocks within each term.

Gym membership is payable per term directly to Healthstream. As this is a very special arrangement between Healthstream and QACI, a special condition applies, which is one of identification. To access this opportunity, students must wear the QACI active uniform whilst using the Healthstream facilities. This will apply at all times both within school hours and outside hours and on weekends. To assist with this the active uniform can be purchased from the QACI Uniform Shop on Level 3, Monday and Wednesday between 7.45am and 10.15am.

As QACI is the corporate client, the Academy administration reserves the right to change the conditions of access for individuals or groups if required.

What do I do now?

If you wish to leave the Academy during recess time in 2017 complete the attached agreement and approval form. This agreement form covers four recess activities. Students can choose one, some or all.

- Access to QUT library
- Exercise around the QUT precinct
- Access to park areas
- Membership and access to Healthstream gym.

- If you wish to access Healthstream as one of these activities you need to also complete the membership indemnity form and make payment directly to Healthstream gym.
- To be eligible to access this opportunity from Monday February 6, 2017 all forms must be returned by 25th November, 2016.

Please note, that the attached approval covers the student for the year, but the gym membership will require payment on a term-by-term basis.
This approval form will apply to all of 2017 unless a written amendment is received from the parent during the year making a change.

Activity
In 2017, I seek access to (please indicate)

- [ ] QUT libraries (must have previously completed the membership form with enrolment information)
- [ ] Physical activity within the QUT Precinct
- [ ] Access to Kundoo Park and McCaskie Park
- [ ] Healthstream Gym (you must also complete the membership form and payment)

Note: your membership is activated on a term-by-term basis with payment of that term’s membership fee.

Responsibilities and Expectations
I understand that a condition of being eligible for such an opportunity is that I have already earned the autonomy and trust required. I have earned this autonomy by demonstrating on a daily basis, that I accept responsibility and can be relied upon to live up to the high expectations of QACI without the need for intervention and redirection.

I understand that in choosing to access this privilege that I will continue to act consistent with the principles of the Four QACI character ideals: Responsibility; Trustworthiness and Honesty; Respect and Understanding; Inclusion and Tolerance.

I understand that without my community having an ability to rely on my independent application of these principles, such an opportunity would not be possible within the duty of care and operational responsibilities of the Academy, QUT and Healthstream Gym.

To this end I specifically I agree to:

1. Act safely and responsibly at all times consistent with the intent of the activity and the time and place of the activity.
2. Follow the specified accountability processes associated with leaving and returning from the Academy.
3. Ensure punctuality so that my classes at the Academy are not impacted upon by the recess activity.
4. Remain with the QUT precinct when exercising or making valid use of the recess time (the village shops do not form part of the approved precinct area).
5. Not associate with other members of the community who are not specifically involved in the activity.
6. If exercising around the precinct or accessing the Healthstream Gym, wearing the specified identifying uniform.  
   {This also applies for access to the gym at other times during the week (before and after school) and forms part of the QACI Corporate membership agreement with Healthstream.}

I understand that if my conduct is not consistent with the high expectations that have been set above I will have my autonomy diminished and the privilege removed.

______________________________  __________
Student Date

Permission

As Parent/Caregiver of ________________________, I ________________________, give my consent for him/her to leave QACI to participate in the activities listed above. I understand that my student will not be directly supervised by QACI staff during this time and I acknowledge and support the conditions under which my student is accessing this opportunity. I acknowledge that the Department of Education & Training does not have Personal Accident Insurance for students and such insurance is at the discretion of the parent/caregiver.

______________________________  __________
Parent/Guardian Date
TERMS AND CONDITIONS OF HEALTHSTREAM GYM USE
UNDER QACI CORPORATE MEMBERSHIP

1. RECEPTION AND ACCESS
   (a) All members must swipe or present their card at reception every time they attend the Centre.
   (b) Members to advise any changes of address and phone number.
   (c) The facilities are available to the general public and not exclusively for members.

2. GENERAL CONDITIONS OF ENTRY
   (a) We will refuse entry, or request any person to leave the premises if the person
      (i) is abusive or uses offensive language or whose behaviour is threatening or
      (ii) is under the influence of drugs or alcohol
   (b) No smoking is permitted in the centre.
   (c) No chewing gum permitted in the centre. To ensure the Centre is able to provide a high level of service in a safe, healthy and pleasant environment for all, we ask our members to comply with these conditions.

3. GYM AND GROUP EXERCISE AREA CONDITIONS
   (a) Sweat towels must be used at all times.
   (b) Weights must be returned to their correct place after use.
   (c) Correct training attire and runners to be worn in gym – no jeans, work clothes, boots, sandals, thongs, or clothing that is likely to cause offence to others.
   (d) No person under the age of 16 is allowed in the gym unless accompanied by a guardian or qualified instructor.
   (e) No food allowed in the gym or group exercise classes.
   (f) No entry to a group exercise class 5 minutes after it starts.

4. WET AREAS (where applicable)
   (a) No diving is permitted.
   (b) No creams, oils or soaps allowed in the pool or spa.
   (c) You must shower before entering pool, spa and sauna.
   (d) Correct swim attire only in pool or spa.
   (e) No black runners in pool area.
   (f) Children are not allowed in spa or pool without parent
   (g) Parents to watch all swim lessons from designated area only.
   (h) Dedicated areas of the pool are closed to members whilst Swim School lessons are being conducted. Times vary, are posted and are updated regularly at the entry.

5. ADDITIONAL FEES FOR SPECIAL SERVICES
   Some services require an additional fee and these include: personal training, crèche and swimming lessons.

6. DAMAGE TO THE CENTRE
   Any member who willfully or through their negligence damages the Centre or its property will pay for the damage. Members are responsible for damages caused by their guests and children.

7. SAFETY, MAINTENANCE & SERVICE DEMAND
   The Centre may from time to time as reasonably necessary:
   (a) Close off any part of the premises or isolate any piece of equipment for maintenance or safety reasons;
   (b) Change the hours of opening and closing or alter class timetables in accordance with demand; or
   (c) Vary Centre rules. Where this occurs the Centre will provide reasonable notice on the Centre's notice boards or at reception.

8. DAMAGE & PERSONAL INJURY Disclaimer
   To the extent permitted by law, the Centre excludes any liability to the Customer in contract, tort, statute or in any other way for any injury, damage or loss of any kind whatsoever (including, without limitation, any liability for direct, indirect, special or consequential loss or damage), sustained by the Customer and/or any other person, or for any costs, charges or expenses incurred by the Customer, arising from or in connection with this Membership Agreement and/or the services/products provided by the Centre, and/or any act or omission of the Centre.

_______________________________________  ___________________________________________  ______________
Student  Signature  Date

_______________________________________  ___________________________________________  ______________
Parent  Signature  Date