Laptop Hire Scheme

Annual Parent Information Letter

Dear Parents/Guardians,

This letter contains important information about the **2027 Student Laptop Hire Scheme (SRS)** including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing Laptops outright, Capricornia School of Distance Education operates a Laptop SRS.

The scheme ensures that students have the resources required of them to engage with the curriculum for their education and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the laptop hire scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held on 11th November 2025.

Laptop SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the Laptop SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

***Student is new to the school**…..*

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received, by the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

***Continuing student of the school**…..*

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

Resource Inclusions

Inclusions cover the school-issued laptop, laptop bag, and postage costs for distribution, as well as laptop servicing and updates conducted four times per year.

Student Laptop Hire Scheme – Costing Methodology
Please refer to the Laptop Hire Scheme Costing Breakdown below for full details and associated costs.

The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the school's website.

Students enrolled in the Geographically Isolated and Medical category who are entitled to the computer hardware subsidy portion of the Round 1 funding ($472 for 2027) may wish to allocate $400.00 to cover the hire cost. Students who are eligible in Round 2 will receive an invoice based on the price breakdown below.

New Students:

Hire a school computer for 2027	Name of Student: _____
Hire a school computer for 2027	Name of Student: _____
Hire a school computer for 2027	Name of Student: _____
Hire a school computer for 2027	Name of Student: _____

☐ I acknowledge that my child is not yet eligible for the Computer Hardware Subsidy, and I will be invoiced accordingly and will be required to pay the fee of $400.00 before receiving the computer.

Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the Laptop SRS should contact the school to discuss available options in confidence.

Payment Arrangement

Payment options including a single payment for the full year's fee or termly instalments are available. A payment plan for can also be negotiated with the school.

Any unpaid invoices will be managed according to the department's Debt Management Procedure. (https://ppr.qed.qld.gov.au/pp/debt-management-procedure).

Please contact the school accounts department to discuss payment plan options.

Payment Method

SRS payments can be made by BPOINT & EFTPOS (Credit/Debit Card).

Payment may be made over the Counter via EFTPOS or via BPOINT when the invoice is raised. When paying by BPOINT, please click on the payment link on the bottom left corner of the invoice as this will use the Customer Reference Number (CRN). For making payments in instalments, please use the same payment link on the original invoice. If unsure of the CRN, please contact the school.

SRS Category

SRS Category	SRS Fee Payable
Student Laptop Hire Scheme	**$400 per year OR $100 per term**
eg – Enrolment in Term 1 (Total Laptop Hire Cost $400) Enrolment in Term 3 (Total Laptop Hire Cost $200)	

Contact Us

For all queries regarding the Laptop SRS and its inclusions, please contact and arrange an appointment with the Business Manager on 07 49 314 800 or email BSM@capricorniasde.eq.edu.au

SRS Fee Payment Arrangement Form

Section 1: Student Details

Student Name	
Year Level	

Returning of the Participation Form

Parents are reminded to complete and return the Laptop SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

Have you completed and returned the Laptop SRS Participation Agreement Form? **Yes** ☐ **No** ☐

Please note if you choose to opt out of the Laptop SRS, you are still required to complete and return the Participation Agreement Form.

Parent Signature

Parent Name	
Parent Signature	
Date	