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ST PHILOMENA SCHOOL DISTANCE EDUCATION

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Textbook Hire Policy

The purpose of this policy is to outline the conditions under which textbooks are loaned to students enrolled in the School of Distance Education. The textbook hire scheme supports equitable access to curriculum materials for all students and ensures a consistent and cost-effective approach to resource provision.

All students enrolled in Years 7–12 at the School of Distance Education are eligible to participate in the textbook hire scheme. Students must be financially up to date with school fees to access this service.

The textbook hire scheme includes core textbooks required for subjects offered through the school's distance education curriculum. Additional resources (e.g., novels, workbooks, or digital licenses) may be included at the school's discretion or may need to be purchased separately by the family.

- An annual textbook hire fee may be charged to cover the costs of purchase, maintenance, and replacement of textbooks.
- The fee is reviewed annually and is payable prior to the dispatch of materials.
- Concessions or fee exemptions may be considered on application in cases of financial hardship.

Hire Period and Return:

- Textbooks are hired for the duration of the school year or course of study.
- All hired textbooks must be returned within **two weeks of the completion of the student's program**, or on **withdrawal from the school**, whichever comes first.
- Returns must be in good condition, allowing for reasonable wear and tear.

Students and families must:

- Keep textbooks in good condition.
- Use books only for educational purposes.
- Report any damage or loss promptly.
- Return all items on time at the end of the hire period.

Lost or Damaged Textbooks

- A fee will be charged for lost, damaged, or unreturned textbooks.
- Damage includes but is not limited to writing, highlighting, torn pages, or water damage.
- The replacement cost will be based on the current value of the textbook.

Failure to comply with the conditions of the textbook hire scheme may result in:

- Ineligibility for future participation in the scheme.
- Withholding of school reports, certificates, or future textbook issues until the matter is resolved.

Students exiting the school must return all hired textbooks within **14 days** of the exit date.
Failure to return textbooks will result in an invoice being issued for replacement costs.