



June, 2018.

Dear Parent/Guardian,

BOOK RENTAL SCHEME 2018/2019 - FIFTH YEAR.

Booklists for **2018/2019** are now available for you to access/view/print from the school website www.colaistechoilmswords.ie. As I am conscious some parents may experience difficulty financing the purchase of school textbooks, please find attached **Application Form** for **Book Rental Scheme 2018/2019**. As funds for this purpose are limited, I would ask you to be aware that **the aim of this scheme is to assist families where there is genuine hardship.**

The following are guidelines on **eligibility for Book Rental Scheme:-**

ELIGIBILITY

1

For the purposes of the scheme, a needy pupil is a pupil from a family where there is genuine hardship due to:-

- *Unemployment;*
- *Prolonged illness of a parent;*
- *Inadequate means to support a large family;*
- *Being a single parent family;*
- *Other circumstances which would indicate a similar degree of financial hardship.*
- *N.B. entitlement to a medical card is not necessarily an indication of eligibility*

2

Such families may be divided into three categories as follows:

- a) *Families which are dependent mainly on social welfare payments;*
- b) *Families on low incomes from employment. Such families are likely to be in receipt of Family Income Supplement, which is a weekly cash payment by the Department of Social Welfare to help families at work on low pay, and/or be beneficiaries under the back-to-school Clothing and Footwear Scheme;*
- c) *Families which are experiencing financial hardship because of other particular circumstances in the home."*

To apply for this scheme, **please complete the attached form and return, with payment, to the school NO LATER THAN 2.00PM FRI 22ND JUNE, 2018.**

(APPLICATIONS WILL NOT BE ENTERTAINED AFTER THIS DATE.)

Yours sincerely,

DAVID NEVILLE - (Principal)

IMPORTANT INFORMATION

*To apply for this scheme a non-refundable Book Rental fee of €150- is required. This is a mandatory fee. Payments can be made online via the school website www.colaistechoilmswords.ie "Easy Payment Plus" option. Alternatively, payments can be made by card over the phone or by cash/cheque via the school office. **NB PLEASE ENSURE TO SIGN AND RETURN YOUR APPLICATION FORM IRRESPECTIVE OF PAYMENT METHOD.** This scheme is applicable for **5th Year students** and books must be kept for the duration of **5th and 6th Year**. Books are to be returned at the end of **6th Year**. **Please note that if books are not returned in good order or if any books are missing, student/parent will be liable for re-imburement of same and/or will no longer be eligible to avail of the book-rental scheme.** Equipment, work-books, test papers, novels, dictionaries and copy books are not included in the scheme. In the event of over subscription the final decision of participation rests with the School Principal.*

REF: 05-18/19

COLÁISTE CHOILM - BOOK RENTAL SCHEME - 2018/2019
~ APPLICATION FORM ~ FIFTH YEAR

REF: 05-18/19

As funds for this purpose are limited I would ask you to be aware that the aim of this scheme is to assist families where there is genuine hardship. The following are guidelines on eligibility for Book Rental Scheme:-

ELIGIBILITY

1

For the purposes of the scheme, a needy pupil is a pupil from a family where there is genuine hardship due to:-

- Unemployment;
- Prolonged illness of a parent;
- Inadequate means to support a large family;
- Being a single parent family;
- Other circumstances which would indicate a similar degree of financial hardship.
- N.B. entitlement to a medical card is not necessarily an indication of eligibility

2

Such families may be divided into three categories as follows:

- Families which are dependent mainly on social welfare payments;
- Families on low incomes from employment. Such families are likely to be in receipt of Family Income Supplement, which is a weekly cash payment by the Department of Social Welfare to help families at work on low pay, and/or be beneficiaries under the back-to-school Clothing and Footwear Scheme;
- Families which are experiencing financial hardship because of other particular circumstances in the home."

To apply, please sign & complete this application form and return, with payment, to the school
NO LATER THAN 2.00PM ON FRIDAY 22ND JUNE, 2018.

APPLICATIONS WILL NOT BE ENTERTAINED AFTER THIS DATE.

IMPORTANT

To apply for this scheme a non-refundable Book Rental fee of €150- is required. This is a mandatory fee. Payments can be made online via the school website www.colaiستهchoilmswords.ie "Easy Payment Plus" option.

Alternatively, payments can be made by card over the phone or by cash/cheque via the school office. **NB PLEASE ENSURE TO SIGN AND RETURN YOUR APPLICATION FORM IRRESPECTIVE OF PAYMENT METHOD.** This scheme is applicable for 5th Year students and books must be kept for the duration of 5th and 6th Year. Books are to be returned at the end of 6th Year. **Please note that if books are not returned in good order or if any books are missing, student/parent will be liable for re-imburement of same and/or will no longer be eligible to avail of the book-rental scheme.** Equipment, work-books, test papers, novels, dictionaries and copy books are not included in the scheme. In the event of over subscription the final decision of participation rests with the School Principal.

I wish to avail of the **Book Rental Scheme for 2018/2019** for **FIFTH YEAR** and confirm I am applying under the following category:-

- Family mainly dependent of Social Welfare: []
Family on low income: []
Family experiencing financial hardship because of particular circumstances: []

I have paid the non-refundable Book Rental fee of €150- by the following method:-

- Online "Easy Payment Plus" Card Payment
Cash Cheque

By applying and paying for the Book Rental Scheme I am agreeing to the terms and conditions of the Book Rental Policy, as detailed in the school's Code of Behaviour which students/parents sign. I accept that if the books are not returned in the good order I received them in, or if books are missing I will be liable to replace such book(s) or pay for replacement of book(s).

STUDENT'S NAME: _____

YEAR: (2018/2019) _____

SIGNED: _____

DATE: _____

PARENT/GUARDIAN