



June, 2018.

Dear Parent/Guardian,

**BOOK RENTAL SCHEME 2018/2019 - SIXTH YEAR.**

Booklists for **2018/2019** are now available for you to access/view/print from the school website [www.colaistechoilmswords.ie](http://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 ON FRIDAY 22<sup>ND</sup> 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 €50- is required. This is a mandatory fee. Payments can be made online via the school website [www.colaistechoilmswords.ie](http://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 **6<sup>th</sup> Year students**. All textbooks availed of through this scheme must be returned on completion of 6<sup>th</sup> 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: 06-18/19**

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

REF: 06-18/19

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**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, please sign & complete this application form and return, with payment, to the school  
**NO LATER THAN 2.00PM FRIDAY 22<sup>ND</sup> JUNE, 2018.**

**APPLICATIONS WILL NOT BE ENTERTAINED AFTER THIS DATE.**

**IMPORTANT**

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I wish to avail of the **Book Rental Scheme for 2018/2019** for **SIXTH 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 €50- by the following method:-

- |                            |                          |              |                          |
|----------------------------|--------------------------|--------------|--------------------------|
| Online "Easy Payment Plus" | <input type="checkbox"/> | Card Payment | <input type="checkbox"/> |
| Cash                       | <input type="checkbox"/> | Cheque       | <input type="checkbox"/> |

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**