

June, 2019.

Dear Parent/Guardian,

**BOOK RENTAL SCHEME 2019/2020 - FIRST YEAR.**

Booklists for **2019/2020** 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 see below **Application Form** for **Annual Book Rental Scheme 2019/2020** . 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 21ST JUNE, 2019.**

**(NB - 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* ***€250-*** *is required which covers 1st to 3rd year. This is a mandatory fee. Payments can be made by card over the phone or by cash/cheque via the school office before 21ST June 2019.* ***NB Please ensure to sign & return your application form irrespective of payment method.*** *This scheme is applicable* ***for 1st Year students.*** *BRS textbooks which are required for the entire 3 year Junior Cycle must be retained until student completes 3rd 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-imbursement 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: 01-19/20**

**COLáISTE CHOILM - BOOK RENTAL SCHEME – 2019/2020**

**~ APPLICATION FORM ~ FIRST YEAR ~**

**REF: 01-19/20**

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, **please sign/complete this application form and return, with payment, to the school**

**NO LATER THAN 2.00PM ON FRIDAY 21ST JUNE, 2019.**

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

**IMPORTANT**

*To apply for this scheme a non-refundable Book Rental fee of* ***€250-*** *is required. This is a mandatory fee. 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.*** *Online option (Easy Payment Plus) not available for incoming 1st years. This scheme is applicable for 1st Year student -BRS textbooks which are required for the entire 3 year Junior Cycle must be retained until student completes 3rd 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-imbursement 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 2019/2020 for FIRST 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 **€250-** 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 (2019/2020):**

**SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PARENT/GUARDIAN**