

June, 2019.

Dear Parent/Guardian,

**BOOK RENTAL SCHEME 2019/2020 - FIFTH 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 find attached **Application Form** for **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 FRI 21ST JUNE, 2019.**

**(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*](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* ***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-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: 05-19/20**

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

**~ APPLICATION FORM ~ FIFTH YEAR**

**REF: 05-19/20**

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I wish to avail of the **Book Rental Scheme for 2019/2020** 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: (2019/2020)**

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