

Book Hire



1 Terms and Conditions

- Book Hire will supply all textbooks and novels used by the student for as long as they are needed (the exceptions are the Bible and English Dictionary).
- Students must present their ID cards when obtaining and returning books.
- Books issued to students are to be kept in good condition for the period of the loan. Any book seriously ruined or having answers written in them, will need to be replaced by the student.
- A replacement fee will be charged for any lost books (non-refundable). Refunds cannot be given if the 'Lost' book is subsequently found.
- Books not returned within 7 days of the due date may be charged a late fee and/or replacement fee. Due to tight time constraints at the end of the year, books returned after the due date may still be charged a replacement fee as some books would have been ordered and paid for by the College. **It is the student's responsibility to ensure all books are returned on time and in good condition.**
- Costing of Book Hire is as follows:
 - Years 7 - 12 For all new and continuing students a levy of \$110 is payable per year.
 - Years 5 - 6 For all new and continuing students a levy of \$60 is payable per year.
 - All parents will assign their Government Textbook Allowance cheque to the Scheme. All levies will be charged to College Fees account in Term 1.
- If a student leaves the College during the year, a refund of the Textbook Allowance will be made on the basis of a 40 week school year. The refund will be 40 weeks less the number of weeks the student has been enrolled, divided by 40 weeks and multiplied by the Government Textbook Allowance.
- The amount of refund will be reduced by the cost to Book Hire of replacing lost or damaged books.
- Students enrolling at the College part way through the year and joining Book Hire will pay an amount equal to the number of weeks remaining in the College divided by 40 weeks and multiplied by the Government Textbook Allowance. Students transferring from other QLD schools should request a refund from their departing school and have it paid directly to St Joseph's College Gregory Terrace.

2 Student Expectations

1. All required books should be included in your pack. Please report any discrepancies immediately to Book Hire. **You** are responsible for the books issued to you.
2. Write your Name, the Year and your House inside the front cover where indicated by the Book Hire nameplate. **This is important** so that you can identify your book in the classroom.
3. It is the **BORROWER'S** responsibility to return all books to Book Hire.
4. A list of issued textbooks can be accessed via both Student Café and Parent Lounge.

Responsible Officer	Book Hire Coordinator	
Review	Annual	
Approval	Version	Approval Date
Business Manager	2.1	January 2019