



## Brisbane School of Distance Education — Textbook and resource allowance

### Purpose

The department provides assistance to parents of secondary school age students attending state and approved non-state schools to contribute towards the cost of textbooks and learning resources. The Textbook and resource allowance (TRA) is a State Government allowance that provides financial assistance to parents/caregivers of full- and part-time secondary students to offset the cost of education.

### Allocation of funds

The allowance is paid automatically to Brisbane School of Distance Education (BrisbaneSDE), based on the enrolment data provided in the claim made by 31 March. The Textbook and resource allowance is calculated on a full-time equivalent (FTE), and part-time students are paid a pro-rata amount.

Year level	Annual amount per student (Full-time equivalent)	Value per FTE/Subject (maximum 5 subjects)
Years 7 to 10	\$155 per student per annum	\$31 per student/FTE
Years 11 to 12	\$337 per student per annum	\$67.40 per student/FTE

**Students in Years 7 to 10** who enrol prior to day 20 will receive a discount in their annual resource fee according to the rates listed above. BrisbaneSDE will retain the Textbook and resource allowance which will contribute to the cost of textbooks and learning resources listed in the Years 7–10 Resource fees on the [Statement of fees](#). All students are required to pay resource fees to support their online learning in core subjects.

**Students in Years 11 and 12.** If consent was given to apply subsidies to fees on your enrolment forms, your eligible students fees will be deducted from the Textbook and resource allowance. Any residual subsidy will be paid into your nominated bank account.

**Students in Years 11 and 12** who enrol after day 20 will need to contact their previous school (Queensland schools only) to enquire about their Textbook and resource allowance. Any student who was not enrolled in a Queensland School prior to day 20 may be entitled to the Textbook and resource allowance in a supplementary Round 2 issued in Term 4.

Where a student cancels their enrolment prior to the end of the school year, listed as a non-attende, or no longer continuing in a new school year, the student's account will be settled and any credit balances remaining will be automatically issued to the financially responsible parent accordingly.

### Payment details

Type	Grant Funding Received at BrisbaneSDE	Payment to commence from the school to families / Apply credits to student accounts
Round 1	April	May/June
Round 2	August	October/November

Round 2 is a Supplementary payment based on eligible students enrolled between February and 31 July and not previously claimed by any other Queensland school.

**Please note: Payment timelines listed above are a guide only.** Payments are issued from another system which is maintained by our OneSchool team. Please ensure you update our team if any details change throughout a student's enrolment and/or supply a new form with your enrolment application. Please expect delays if this is the first time you will receive payment for this allowance, as a new supplier request is required and submitted by our Payment Officer (this can take 2–4 weeks to process). Refunds for credit balance amounts are managed within the Finance team at BrisbaneSDE, providing your bank details are accurate, bank transfer (or cheque payment) can take 10–15 school days (excluding school holiday periods).



## How to apply

In March and August each year, the Enrolments team will submit a manual hard copy claim to the Department of Education — Finance Branch for any eligible students. There is no need for families to officially apply for this funding. However, any refunds or payments for Round 2 are made via direct deposit. You will need to complete a [Bank details form](#) and submit to the [Finance team](#) (if not completed with your enrolment application). There are no proforma claims made in between the dates mentioned, if a student does not meet the eligibility according to the claim return, they can be included in the next round should they remain eligible.

## Further information

More information relating to this funding can be found on the Queensland Government Policy and Procedure Register (ppr.qed.qld.gov.au): [Textbook and resource allowance \(TRA\) procedure](#).

For school-based enquires relating to eligibility, funding allocations, refunds and or an update on a payment date, please contact the [Finance team](#).