

Dear Parents,
Dear Pupils,

Since the 2009/10 school year, a school book loan has been introduced in schools in Saarland. This aims to help parents with the financial costs of school books whilst, at the same time, providing pupils with the necessary books. I would here like to highlight the most important information on this for you to enable you to take part without any problems:

Who can take part in the loan?

Participation in the school book loan is voluntary. All pupils attending schools in Saarland, with the exception of the vocational training school, and regardless of where they live, can take part. To take part you must re-register every year. **Those who do not take part in the loan must continue to buy their books themselves.**

How do I register?

Registration forms are available at the school you will be attending in the next school year. The forms must be handed in by **30 April 2012** for pupils of primary and secondary schools as well as for pupils of vocational schools who attended the school the year before ("senior pupils"). Those pupils who register for the first time at a vocational school ("junior pupils") must register for the loan by **15 September 2012**.

When registering you will also receive details on how and by when the loan fee must be paid.

Which books will be on loan?

Pupils taking part in the loan for the first time will receive all the books they need for the new school year. Those who have already taken part in the loan in the current school year and who will take part in the new year, can keep the books they will need in the new year during the summer holidays. In addition to this, they will receive a pack at the beginning of the new school year which contains all the books they need in addition to these, including work books and reading material. The loan will then continue only in pack form, individual books will not be on loan. Pupils who have taken part in the current school year and who will not take part in the new year, **must return all books on loan with the exception of work books and reading material.**

Are you allowed to write in the books on loan?

You are only allowed to write, mark or underline in the work books and reading material. You may not mark the other books in any way.

How much does it cost to take part in the school book loan?

Since the school year 2010/11, each school has its own loan fee. The vocational training centres will have a separate loan fee for each school type. The amount always depends on which books the respective schools have to get. The exact sum is always given on the registration form of each school and it must be paid by pupils of primary and secondary schools as well as by "senior pupils" of vocational schools by **1 June 2012**.

Who is exempt from the loan fee?

The state will pay the loan fee for pupils ...

- who live in childcare homes (SSC VIII/SCG XII)² or who are in family care (SSC VIII)²
- who receive orphan's pension/orphan's benefits
- who live in households receiving unemployment benefit II or social benefits (SSC II)² or who require continual benefits to secure their livelihood according to the third or fourth chapter of the SSC XII²
- if the pupil's parents are entitled to benefits according to the Asylum Seekers Benefits Act
- living in households receiving child allowance (§ 6 a of the Federal Child Allowance Act)
- living in households receiving housing allowance. Pupils attending special needs schools and integration pupils¹ are also exempt from the fee.

How does this exemption work?

Pupils receive the "Application form for the exemption of loan fees" from their school (usually with their half yearly report). The application must be made in good time at the relevant authority for education assistance. The notification which is given here must then be handed in at the school in which you will be taking part in the loan. Pupils at special needs schools and integration pupils do not need to complete this application form for the exemption of the loan fee.

What are the conditions of the school book loan?

- Pupils who want to take part in the school book loan must register for this on time and pay the necessary loan fee or apply for exemption from this at the Authority for Education Assistance.
- Pupils exempt from the loan fee must present the notification for this, which they can obtain from the Authority for Education Assistance, to their school.
- The school books on loan must be inspected upon receipt and any damage/marks reported immediately.
- Books on loan (with the exception of work books and reading material) must be bound with a protective cover which can be easily removed without damaging the books.
- Everyone taking part in the loan must ensure that the books on loan are taken care of.
- Books must be returned in a good condition by the end of the school year or when the pupil leaves the school.
- If books on loan are lost or damaged, so that a further loan of the book is not possible, the parents/adult responsible for the pupil or the pupil of full age, must provide compensation for this.

If you have any questions ...

... please ask your teacher or school book co-ordinator. Further information also on:

www.saarland.de/leihenundlernensaar.htm

I invite you to take part in the school book loan!

Best wishes

Klaus Kessler

¹ in schools of the regular form according to § 4 para. 1 sentence 2 of the School Regulation Act teaching pupils with special educational needs 2 SSC: Social Security Code