

# NEW & SECONDHAND UNIFORM PROCEDURES & POLICIES

## Shop Hours

- Usual shop hours are every Tuesday during school term 1:00pm – 4:30pm(*including student free days*)
- Additional opening hours are during the following;
  - Parent Teacher Interview Afternoon/Evenings 1:00pm – 8:00pm
  - Year 7's fitting day (2<sup>nd</sup> last week of 3<sup>rd</sup> Term) Friday 4:00pm – 8:00pm
  - Saturday 9:00am – 2:00pm
  - Secondhand Book Sale Day (day to be advised early Dec) 9:00am – 1:00pm
  - Afternoon/Evening of the day before Orientation Day for new Year 7s 3:00pm – 6:30pm
  - Pick up Day for New Book orders in Jan (day to be advised) 9.00 am – 4.30pm
- Special appointments can be arranged if required (contact Front Office)

## Payment

**The following payment methods are accepted;**

- **Cash**
- **Cheque** – name, address and phone number on back of cheque.
- **EFTPOS** available through the Front Office from **8.30 am – 4.20pm Monday to Friday ONLY.**

## New Uniform Price List

Price list is obtainable from the Front Office or Uniform Shop.

Special size orders are available and carry an additional \$5 - \$10 fee. Full payment is required before the order is placed.

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## New Sunbury College Logo

- New Logo items include jumper, rugby, polo shirt and sports shorts
- Old logo stock will be sold at discounted prices.
- The wearing of the old logo is acceptable for the life of the garment.

## New Uniform Lay By

- Layby is **not available** on Secondhand Uniforms
- A minimum transaction of \$40.
- A minimum deposit 10% on total of the layby
- Layby will be held for up to 8 weeks with payment required fortnightly through Uniform Shop
- If layby is cancelled or not picked up within 8 weeks, all monies will be refunded by means of a Sunbury College Cheque.
- Parcels cannot be broken and must be collected in full when final payment is received.

## Secondhand Uniforms

If you wish to sell your Second hand Uniform through the Uniform Shop the following criteria must be strictly adhered to;

- Clothes must be clean
- Clothes must be in saleable condition (no holes, rips, zippers in working order)
- All seams and hems must be sewn.
- Clothes must be correct Sunbury College issue.
- A completed sales request form (obtain from Front Office or Uniform Shop). A stamped self-addressed envelope must be also provided in order to forward payment.
- Clothes, form and envelope must be sealed in a bag addressed to the Uniform Shop (bag may be dropped off at Front office)
- When pricing your uniform for sale be realistic. If the item is too expensive it will not sell.

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NOTE: Up to one week processing time is required before your secondhand uniform item will be available for sale in the Uniform Shop.

## Important points to remember

If any item does not match the above criteria it will be returned. Would you buy your item of clothing?

If an item is to be returned a letter will be sent stating why and 3 weeks given to pick up item. If not picked up the item will be disposed of.

If your item of clothing has been in the shop for over 6 months you will be sent a letter asking whether you want your clothes returned, priced reduced or donated to Welfare.

If you would like any of your secondhand items returned to you from the shop, please give a few days notice so they can be found and correct paper work filled out.

When purchasing secondhand uniforms check the garment thoroughly as there is NO EXCHANGE OR REFUND.

The Uniform Shop staff is willing to help with any queries about fit and sizing. It is the responsibility of the adult or student buying the article to ensure fitting for correct size. There is NO EXCHANGE OR REFUND on secondhand items

When an item is sold a Sunbury College cheque will be posted to the nominated person.

## **Sunbury College Uniform No Return Policy on New Items**

Any items of School uniform that are ordered / brought through the General Office, Phone orders or Uniform Shop that have not been tried on cannot be returned for a refund or exchange for a different size.

NOTE: Year 7 2004 students have 3 weeks after school commences to exchange items ordered on the 3<sup>rd</sup> Term fitting day for a bigger/smaller size. Garments have to be in original condition (not worn, altered or with students name) with labels intact.