



Faith Lutheran College

Uniform Shop

CONDITIONS FOR ACCEPTANCE OF SECOND HAND ITEMS FOR RESALE

1. Items cannot be left at the Uniform Shop if the “Second Hand Items Request Form” is not completed, signed and attached to the “Second Hand Items List Form”. These forms are available on the College web-site www.faithlc.qld.edu.au or at the Uniform Shop or the Main Administration.

2. Second hand items will only be accepted at the Uniform Shop during opening hours. The College takes no responsibility for items delivered outside those times.

Conditions of acceptance of garments for second hand sale include:

- The garment; is in condition fit for resale, complies with the latest uniform policy and has not been modified so that the style is fundamentally altered.
- All items must be freshly washed and ironed or dry cleaned (no stains accepted). All items must be presented on a wire hanger. All buttons must be securely in place, all fastenings must be fully functional and all necessary repairs complete.
- The Uniform shop staff will determine suitability of uniform items for resale based on the above criteria.
- Second hand items not sold after a period of time or no longer complying with the latest uniform policy will be donated to charitable organisations.
- Bags, hats and socks are not accepted for second hand sale.
- Clothing that is stained, faded or in need of repair will be disposed of.
- The Uniform Shop Manager will not accept items if a large secondhand stock of the item is already in the uniform shop and therefore the item will not sell within a reasonable time frame.

The total purchase price paid for your items processed during a term will appear as a credit on your College Statement of Account at the end of the term. If a family has left the College, a cheque will be forwarded to the current address in the College’s records or the proceeds will be deposited into a nominated bank account. Cheques will NOT be sent overseas. If a family still has outstanding fees, the credit will be applied against these and any balance then refunded.

3. It is the responsibility of each family to ensure that the College’s Administration has up-to-date contact or bank information. Changes to contact or bank information must be made in writing to the College.



Uniform Shop

SALE OF SECOND HAND ITEMS REQUEST FORM

Please note that items cannot be left at the Uniform Shop if this form is not completed, signed and attached to the “Second Hand Items List Form”.

(Please circle)

Yes / No I have read and accept the “Conditions for Acceptance of Second Hand Items for Resale Form”.

Yes / No I will accept the Uniform Shop purchase price for my items and do not require notification prior to purchase.

Yes / No I accept that any rejected items will be disposed of by the Uniform Shop without further consultation.

If you answered No to any of the above questions, please note the following:

Within five working days, you **MUST** email your request for purchase price notification and/or rejected items notification to uniformshop@faithlc.qld.edu.au so that the information can be provided to your return email address. Your items will be processed in line with normal procedures if your request is not received within the five days.

If, after notification, you do not wish for the Uniform Shop to process your items, the items **MUST** be collected **FROM** the Uniform Shop within two weeks of notification; otherwise the items will be processed or disposed of in line with normal procedures. Any correspondence in relation to this request must be made via email. No verbal correspondence will be accepted.

If any of the above points apply, the processing of your second hand items may take longer than usual.

Yes / No I have recorded the items that I have left at the Uniform Shop on the Second Hand Items List **OR** Yes I authorise the Uniform Shop staff to list my items on the Second Hand Items List and acknowledge as per Paragraph 10 in the Conditions For Acceptance, the College accepts no responsibility for the accuracy of the list of items.

Signed:		Date:	
Family Name:		Parent Code:	
Student Name:		Contact Ph No:	
Address:			
Email Address:			



Uniform Shop

SECOND HAND ITEMS LIST

	<u>Item Description</u>	<u>Size</u>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

<i>Office Use ONLY</i>			
Accepted:	YES/NO	Total Value:	
Email Notification required:	YES/NO	Date Email Sent:	
Processed by:		Signed:	
Comments:			

