



CLC PARENTS' ASSOCIATION SECOND HAND UNIFORMS

TERMS AND CONDITIONS OF SALE

Please read thoroughly:

1. All items must be in good condition and meet the College uniform policy. Uniforms that have holes, tears, fading, underarm stains or offensive odours will not be accepted. Items with slight imperfections, for example, paint mark, missing button or broken zip, may be accepted.
2. The Second Hand Uniform Coordinators reserve the right to assess each item and refuse items offered for sale. All decisions made regarding uniform submissions are final.
3. Blazers and winter skirts are to be dry cleaned, with the dry cleaning tag left intact. Blazers and winter skirts that have not been dry cleaned will not be accepted.
4. All other items must be laundered, ironed and in a suitable condition for re-sale.
5. College bags and sport bags must be thoroughly cleaned.
6. All name labels are to be removed and written names marked out.
7. Summer hats and sport caps cannot be accepted for sale due to health regulations.
8. Items dropped into College Reception that are deemed not suitable for resale will be donated to charity. Alternatively, such items can be collected by the seller within two weeks of drop off.
9. Items that are not suitable for resale, including items that have become discontinued, will be donated on your behalf to a charity supported by the CLC Parents' Association.
10. The Second Hand Uniform Coordinators may dispose of items not accepted for sale or which become unsaleable.
11. Items for sale are accepted all year round and can be dropped off when the Second Hand Uniform Shop is open and during Intake Days. At other times, uniforms can also be dropped off at the College Reception
12. Item sale price will vary according to the condition of the item and may be up to 50% of the new price. This price is not negotiable.
13. Items are accepted for resale on consignment or by donation.
14. Payment of 70% of the sale price will be made to the seller via their College fee account once the item has been sold.
15. CLC Parents' Association retains a 30% commission.
16. Payment arrangements: Proceeds will be credited to College fee account and processed by the College directly. In case items sell after you have left the school, you may wish to provide banking details.
17. It is the seller's responsibility to notify the College of any changes to contact or banking details.
18. A description of sold items will be provided.
19. Unsold items may be reclaimed for up to 12 months from submission. Items can only be collected when the Second Hand Uniform shop is open.
20. Items not sold within a five year period will be removed from sale and disposed of or considered a donation.
21. Whilst all care will be taken by members of the Parents' Association and its volunteers, no responsibility is accepted for the loss, damage or theft of second hand uniforms.



**CLC PARENTS' ASSOCIATION
SECOND HAND UNIFORMS**

SALE FORM

Consignment Number (Office use only):

Date: ____ / ____ / ____

Parent Details	
First Name:	Surname:
Address:	
Phone:	Email:

Student Details (youngest)		
First Name:	Surname:	Year Level:

Sale of items (please tick the relevant boxes)			
On consignment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Donation: <input type="checkbox"/> Yes <input type="checkbox"/> No

Payment Details		
Payment will be processed by the College Finance Office. In case your items sell after you have left the school and your fee account is finalised, please provide your bank account details to enable payment to be made.		
Account Name:		
Bank :	BSB :	Account Number

Provide details of all items you wish to sell. Use a separate line for each item.

Item	Size	Office use only				
		Sale price	Comments (ie. condition of item or other comments)	Accepted Y/N	Sold Y/N	Date seller paid

More items? Continue over the page

I have read and accept the Terms and Conditions of Sale

Name:

Signed:

Date:

