

# 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.wmac.com.au](http://www.wmac.com.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 which are Monday, Wednesday & Friday from 8am to 3.30pm during term time. The College takes no responsibility for items delivered outside those times.
3. Items must be clean, pressed and/or dry cleaned and in good condition. Blazers need to be dry-cleaned.
4. The Uniform Shop reserves the right to reject for sale items that are received in an unsatisfactory condition. Items will be rejected if they are:
  - Dirty or stained (especially if stained on collar and underarm)
  - Faded, or show signs of chlorine deterioration (i.e. used for swimming)
  - In need of repair (such as pleats/seams are undone, buttons are missing)
  - Shortened to an unacceptable length
  - Not current uniform items
  - Deemed for any other reason by Uniform Shop staff to be unsatisfactory for resale.

From 1 March 2012 a \$2.00 fee will be deducted from the purchase price of secondhand items that need to be washed or have minor repairs made by the Uniform Shop before they will be accepted. Rejected items will NOT BE RETURNED to the owner unless a “Rejected Item” email request has been received within five working days of the items being left at the Uniform Shop. Please refer to the “Second Hand Items Request Form” for further information.

5. The Uniform Shop, for hygiene reasons, is unable to accept shoes, socks and swimwear for resale. Any of these items left at the Uniform Shop will be disposed of without notification.
6. The Uniform Shop will determine the purchase price for satisfactory items based on their condition. This price is not negotiable. If you would like notification of this purchase price before the item is purchased, the Uniform Shop must receive a “Purchase Price” email request within five working days of the items being left at the Uniform Shop. Please refer to the “Second Hand Items Request Form” for further information.
7. 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.
8. 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.
9. 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.
10. All care will be taken with resale items however no responsibility will be accepted for loss and/or damage to items/records especially if incomplete/inaccurate details are recorded on the “Second Hand Items Request Form” and the “Second Hand Items List Form”.