



Stella Maris

COLLEGE MANLY

Second Hand Uniform Guidelines

Second hand uniforms may be donated to the College or sold on your behalf through the Uniform Shop. We ask that the following guidelines are observed.

- Items are accepted when needed because of high demand or low stock levels.
- Items must be in good condition. Those with stains, needing mending, or not at regulation hem length cannot be accepted.
- The Uniform Shop is not obliged to accept second hand uniforms for sale.
- Blazers and senior skirts must be recently dry cleaned with the dry cleaner's tags attached. Other items must be washed and ironed.
- Items squashed into bags cannot be accepted.
- If an item is found to be below standard after it has been handed in, you are asked to collect it within a reasonable time after you have been notified, otherwise, it will be disposed of or passed on to charity.
- Hand items directly to the Uniform Shop. Items left elsewhere in the school may not be accepted.
- Prices paid for second hand items are set by the Uniform Shop.
- Accepted items are credited to your daughter's school account shortly after being accepted. Cheques are issued when all fees have been paid in full. Cheques can only be issued to the parent listed as responsible for paying the school fees.
- A statement is not issued when a payment is made onto an account. Payments appear on the end of year statements as 'Uniform Purchases'.
- Items accepted during December of each year are credited by March the following year.
- Once an item has been accepted by the Uniform Shop it is generally not possible for you to retrieve it, unless it is on consignment.
- Items held on consignment are credited to your daughter's account when they are actually sold. You will be informed if items will be sold on consignment at the time you hand them in.
- You will be contacted if your items on consignment are not sold after a reasonable time and asked to collect them.

Thank you.

