



Second Hand Uniforms – Policy and Guidelines

Lourdes Hill College is pleased to provide a second hand uniform service to our school families. This service aims to assist with reducing the high cost of uniforms for families and ensures that families can be confident they are purchasing good quality and correct uniform items. All proceeds are used to further support your daughter's school.

LHC on Hawthorne accepts all second hand uniform items as a donation. Donated items can be placed in the PURPLE Donation Bin which is located at the entrance to the Uniform Shop (alongside the Stella Centre).

We also accept some items on a consignment (i.e. to sell on parent's behalf) basis, provided all requirements are met according to the consignment policy. Please see below for the items currently being accepted on consignment.

If you would like to offer your second hand items for sale via consignment, please carefully read through the second hand consignment policy below and complete the form for each item being considered.

Second Hand Consignment Policy & Form

LHC on Hawthorne only accepts high quality second hand stock for our families to purchase. For the Uniform Shop to consider an item for consignment, it is necessary that the following is adhered to:

- Items must be from the current uniform range. Superseded uniforms will **not** be considered.
- Only the following uniform items (School Jumper (Cotton only), School Blazer and Goretex Jacket) will be considered for consignment. All other items are assumed to be a generous donation to support school families and we thank you for your donation.
- Items should be in **good to excellent** condition.
- Items that are stained, faded, torn, have broken stitching or with thin fabric will **not** be accepted.
- All consignment blazers must be **freshly** dry cleaned with receipt attached. Other items must be freshly laundered, ironed and presented on hangers.
- For consignment blazers where the pocket has been embroidered, the pocket must be removed before being submitted.
- Parents are required to fill in the below information and attach one form per item being considered.
- Items must be dropped off to the Uniform Shop during opening hours only. Any items placed in the Donation Bin are assumed to be donations.

It is at the discretion of the **Uniform Shop Team** to decline an item for consignment if:

- The item is not of suitable quality as outlined above.
- The item has been altered and no longer satisfies the College Uniform Policy.
- The blazer has not been freshly dry cleaned or other items not laundered/ironed and is not ready for re-sale.
- We currently have too many similar second hand items in stock at the time of submission.

Item Description & Size (tick one box only, one form per item is required):

<input type="checkbox"/> BLAZER (without pocket), size _____	<input type="checkbox"/> GORETEX JACKET (unlined), size _____	<input type="checkbox"/> SCHOOL JUMPER COTTON, size _____
<input type="checkbox"/> BLAZER (with pocket), size _____	<input type="checkbox"/> GORETEX JACKET (lined), size _____	

I have read the above conditions and request LHC on Hawthorne to act on my behalf to sell the item listed above. I understand that the Uniform Shop will hold the item for 12 months only and if it is unable to sell, I will be contacted via email to either collect the item or I may decide to donate the item. The Uniform Shop Team will determine the selling price and 60% of the proceeds from the sale will be returned to me and the balance retained by the Uniform Shop as commission. I accept the terms and conditions of the goods to be sold, as stated above. I acknowledge that I have made a copy of this signed document for my own records.

Seller's Name: _____ **Phone Number (day time):** _____

Email Address (for all correspondence): _____

Seller's Signature: _____ **Date:** _____

PLEASE COMPLETE PAYMENT INFORMATION ON THE NEXT PAGE

Second Hand Consignment Payment Details

I understand that payment will be made to me at the end of the term in which my item is sold. I would like payment via:

<input type="checkbox"/> EFT to a bank account BSB: _____ Account Number: _____ Account Name: _____	<input type="checkbox"/> Credit to My Monitor account – please choose: <input type="checkbox"/> My parent account: Parent Code _____ <input type="checkbox"/> My daughter's account: Name _____ Student Code _____
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OFFICE USE ONLY:

Item received on: _____

Selling price: _____

Item accepted for consignment: _____

Sold date: _____

Reference No. : _____

Tag colour: _____

PAYMENT:

Approved by Uniform Shop Manager: _____ **Date:** _____

Approved Payment Amount (60% sold price): _____

Processed by Finance Office: _____ **Date:** _____