



West Moreton Anglican College Uniform Shop **Lay-By Policy**

During the year uniform items can be placed on Lay-by at the Uniform Shop.

Lay-By Terms and Conditions

1. Deposit

A minimum deposit of 10 % of the total lay-by value is required at the commencement of the lay-by.

2. Payments

Cash, cheques, EFTPOS, Mastercard and Visa payments can be made at any time. Payments can be made in person, posted or by credit card payment over the phone.

3. Period

The lay-by must be finalised within 3 months with the following exceptions:

- a) Back-to School lay-bys commenced before Christmas must be collected before 31 January the following year.
- b) Blazers can have a longer lay-by period but must be finalised before the end of Term 1.

4. Item Changes

Lay-by items can be changed at any time. Changes in size will incur no additional costs, however any items added to the lay-by, or exchanged for existing items, will be at the current prices.

5. Cancellation

If a customer cancels a lay-by before the finalisation date, the deposit will be applied against the parents fee account less a 5% administration charge.

6. Not Finalised on Time

If a lay-by is not finalised within the required period:

- a) The lay-by will be cancelled.
- b) The customer will be notified in writing.
- c) The items will be returned to stock.
- d) The deposit will be credited to the customer's parent fee account less a 5 % administration charge.
- e) Any replacement purchases will be charged at current prices.

7. Trouble making payments

If a customer is having trouble paying off their lay-by before the finalisation date, they should contact the Uniform Shop as soon as possible to discuss options.

8. Changes to Term and Conditions

The College reserves the right to change the Term and Conditions of Lay-bys at any time. Customers with existing lay-bys will be notified of the changes in writing either by letter or email.

I have read, and accept, the above Lay-by Terms and Conditions.

Signed: _____

Date: _____

Name (Please print): _____