



**West Moreton Anglican College**  
**Uniform Shop**  
**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
  - 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.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”.



**West Moreton Anglican College**  
**Uniform Shop**  
**SECOND HAND ITEMS REQUEST FORM**

Please note that items cannot be left at the Uniform Shop if this form is not completed, signed and attached to the "Second Hand Items List Form"

Yes /  No I have read and accept the "Conditions for Acceptance of Second Hand Items for Resale Form".

Yes /  No I will accept the Uniform Shop purchase price for my items and do not require notification prior to purchase.

Yes /  No I accept that any rejected items will be disposed of by the Uniform Shop without further consultation.

If you answered  No to any of the above questions, please note the following:

- Within 5 working days, you MUST email your request for purchase price notification and/or rejected items notification to [uniform@wmac.com.au](mailto:uniform@wmac.com.au) so that the information can be provided to your return email address. Your items will be processed in line with normal procedures if your request is not received within the 5 days.
- If, after notification, you do not wish for the Uniform Shop to process your items, the items MUST be collected FROM the Uniform Shop within 2 weeks of notification; otherwise the items will be processed or disposed of in line with normal procedures.
- Any correspondence in relation to this request must be made via email. No verbal correspondence will be accepted.
- If any of the above points apply, the processing of your second hand items may take longer than usual.

Yes /  No I have recorded the items that I have left at the Uniform Shop on the Second Hand Items List Form

OR  Yes I authorise the Uniform Shop staff to list my items on the Second Hand Items List Form and acknowledge as per Paragraph 10 in the Conditions For Acceptance, the College accepts no responsibility for the accuracy of the list of items.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Family:** \_\_\_\_\_ **Parent Code:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_ **Contact Phone No.** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

