

# Exchange/Refund Form

Due to COVID-19 parents are not allowed onto the school grounds at present.  
If an exchange or refund is required, your child will need to bring the item/s to the shop during opening hours.  
Please print and return the below form with any returns.

Faulty items can be exchanged when presented at the shop.

With change of mind, items must:

- be returned within 90 days with proof of purchase
- include the original packaging and tags
- not have been worn or used
- not include any form of labelling or naming.

There is no refund or exchange on caps, hats, tights, ties, blazers, socks, book packs which have been opened and second hand/ pre-loved goods, unless faulty.

Please print and ask your child to return the below form with the items.

<b>EXCHANGE/REFUND FORM (to be printed and returned with items)</b>
<b>Student Name:</b>
<b>Date of purchase:</b>
<b>Item/s being Exchanged/Refunded :</b>
<b>Parent/guardian phone or email details:</b>
<b>Reason for Exchange/Refund</b> (Specify exact requirement so that we can assist with providing the correct item):  _____  _____  _____
<b>We will attempt to turn around orders quickly. If you include your contact details we can advise if we are expecting a long delay.</b>