

## **Exchanges and Refunds**

The below information covers the terms and conditions associated with our exchange and refund policy. If you do have to make a change or would like to return an item for a refund, please ensure that it falls within the below.

Please contact the shop by email if your requirements are complex. If you require a straight swap of sizing or refund, please come to the shop during one of our opening times or request your child to bring the item together with this completed form.

Please note: Refunds of items purchased on-line can only be made to the card used for the initial purchase.

Recently purchased faulty items (due to faulty material or workmanship) can be exchanged when presented at the Uniform 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.

Non-refundable items include caps, hats, tights, ties, blazers, socks and second hand goods.

During school term, please print this form and ask your child to return it with the item/s.

EXCHANGE/REFUND FORM (during school term, print and return this form with items)
Student Name and Year attending:
Date of purchase:
Parent/guardian contact details:
Request for Exchange/Refund Details (Specify exact requirement):