



SECOND HAND UNIFORM SHOP INFORMATION

Families are able to buy and sell uniform items through our Second Hand Uniform Shop. The shop will be open every Friday from 1.15pm – 3.30pm during each school term with increased opening hours during end of terms. Please refer to the College website and newsletter for further opening times.

Buying a Uniform

- There is no refund or exchange on Second Hand Uniform items purchased.
- We accept credit card only.

Selling a Uniform

- Uniforms are sold on a commission basis. Payments will be made by electronic funds transfer to consignors when the goods have been sold.
- **Payments to parents for items sold will be done twice each year by the school.**
- All items will be priced by the Koonung Secondary College Second Hand Uniform Shop according to condition.
- Any sales \$10 and under will be donations. This includes cap (\$5), ties (\$5) and long sleeve shirts (\$10). These items will not be resold and become donations to the uniform shop.
- 30% of the sale price will be deducted as a handling fee. This fee is donated to special interest groups within the school.
- All items must be clean and in saleable condition i.e. no tears, stains, holes, fading, missing buttons or broken zips.
- Items that are not considered to be in a saleable condition by the Secondhand Uniform Shop volunteers will be disposed of.
- Clothing left for resale will be treated with care, but no responsibility will be accepted.
- Blazers must be dry-cleaned with the dry-cleaning tag attached.
- A Second Hand Uniform Items for Sale form needs to be completed with your details and included with items for sale.
- This form does not need to be completed if you would like to donate your items.
- Items can be left at the College office during business hours 8am – 4pm Monday to Friday.



KOONUNG

Secondary College

SECOND-HAND UNIFORM ITEMS FOR SALE

Name: _____

Telephone: _____ Email: _____

- This form is not needed if you are donating your clothes.
- **To sell please fill in your account details:**

Account Name _____

BSB _____ Account Number _____

ITEM	SIZE	QTY	OFFICE USE	ITEM	SIZE	QTY	OFFICE USE
Blazer <i>Dry Cleaning Tag</i>				Spray Jacket			
Dress				Trackpants <i>Fleece</i>			
Skirt				Sports Shorts			
Grey Shorts				Sports Top			
Grey Trousers				VCE Phys Ed Top			
Grey Trousers - women				Rugby Top			
Short Sleeve Shirt				Lab Coat			
Long Sleeve Shirt (Donation only)				Tie (Donation only)			
Long Sleeve Blouse (Donation only)				School Back Pack			
Pullover – Blue				Sports Bag (Donation only)			
Pullover – Maroon				Cap (Donation only)			

I accept that clothing not sold after two end of year sales becomes the property of the College and may be disposed of.

I also acknowledge that I have read and agreed with the conditions that are outlined in the Secondhand Uniform Shop information page.

Signed..... Date

All enquiries to Secondhanduniforms@koonung.vic.edu.au

OFFICE USE ONLY:

Name:..... Code:.....