

Kew High School Second-hand Uniform and Book Shop

Terms and Conditions



KEW
HIGH SCHOOL

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The Second-hand Uniform and Books shop is run to support Kew High School families and to raise funds for Kew High School Chaplaincy.

The shop is entirely run by volunteers under the Coordination of the Chaplaincy Committee.

1. Consignment

- 1.1 All Books and Uniforms are for sale on a consignment basis.
- 1.2 You will only receive payment if you item sells.
- 1.3 All items submitted for consignment must meet the following criteria:
 - All garments must be part of the current official school uniform
 - All books must be the correct edition
 - All garments must be freshly laundered/dry cleaned - no unpleasant odors or pet hair
 - Stained (sweat, deodorant, ink, highlighting, liquid paper, paint) or damaged (undone hems, missing buttons, broken zips, rips, tears, threadbare or frayed) items will be either graded as poor or unsellable
- 1.4 The Kew High School Second hand Uniform and Book Shop reserves the right to reject items if they do not meet the criteria. Any items deemed to be unsuitable (unsellable) will not be returned. Unsellable items will be disposed of, repurposed or recycled.
- 1.5 The decision regarding acceptable items for second-hand sale is final.
- 1.6 All consignment second hand items are held at the risk of the owner of the clothing.

2. Contact Information

- 2.1 The Sellers information on the form must be fully complete and legible. If we cannot read your form we cannot sell your items.
- 2.2 All Sellers must provide a valid email address for all communication.
- 2.3 It is the seller's responsibility to contact the Kew High School Second-hand Uniform and Book Shop if they change their contact details, including email, phone and postal address.
- 2.4 The second-hand shop database is independent from the school administration database. The school will not pass on changes to contact details unless you specifically make this request.

3. Grading

- 3.1 Your items will be assessed for saleability, graded (excellent, good, poor, unsellable), processed and tagged. If they are deemed unsuitable for resale (unsellable) they will be donated to a repurposing fabric program, recycled or disposed of.
- 3.2 Items are sold according to their grading:
 - Books:
 - Excellent (as new), approximately 75% of new price
 - Good (the broadest category) approximately 50% of new price
 - Poor (stained, ripped, excessive highlighting or ink) approximately 25% of new price
 - Uniform:

- Excellent (as new), approximately 75% of new price
- Good (the broadest category) approximately 50% of new price
- Poor (stained, ripped, missing buttons, discoloured, broken zip, undone hem) approximately 25% of new price

3.3 Poor quality books or uniform are regarded as donations, **you will not be paid for these items.**

3.4 Unsold or overstocked items may be discounted during the year, this will reduce your payment.

3.5 Uniform items that have been superseded by an updated style, and thus no longer able to be sold, will be donated to a fabric repurposing charity or disposed of.

4. Payments

4.1 Seller's consignment payments are processed via direct bank deposit.

4.2 Once an item has been sold (excellent and good quality only), you will receive 70% of the sale price, with the remaining 30% commission going to the KHS Chaplaincy program.

4.3 Reimbursements are made to the seller once per Semester.

4.4 The KHS Finance Department will contact you for your bank account details to facilitate payment.

4.5 You have **45 days** (not including school holidays) to claim your payment otherwise it will be considered a donation.

4.6 Items that have not been sold within 24 months of being in the second-hand shop will be considered a donation.

4.7 If we are required to contact you via mail you will be charged a \$1.50 administration fee.

4.8 Sellers are welcome to email the second-hand shop or visit to confirm items they have on consignment. Due to postage costs, we are unable to post home statements.