BRIGID’S CLOAK
LAYBY TERMS AND CONDITIONS

1. Deposit
A minimum deposit of 10% of the total layby value is required at the commencement of the layby.

2. Payments
Cash, cheques, MONITOR card, EFTPOS, MasterCard and Visa payments can be made at any time. From Term 2, 2016 credit card payments are unable to be taken over the phone.

2. Period
The layby must be finalised within three (3) months with the following exception:
   a) Winter uniforms can have a longer layby period but must be finalised by the end of Term 1.

3. Cancellation
If a family cancels a layby before the finalisation date, the deposit will be applied against the family fee account less a 5% administration charge.

4. Not Finalised on Time
If a layby is not finalised within the required period:
   a) The layby will be cancelled.
   b) The family will be notified in writing.
   c) The items will be returned to stock.
   d) The deposit will be credited to the family fee account less a 5% administration charge.

5. Trouble making Payments
If a family is having trouble paying off the layby before the finalisation date, the Uniform Shop should be contacted as soon as possible to discuss options.

6. Changes to Term and Conditions
The College reserves the right to change the Term and Conditions of Laybys at any time. Families with existing laybys will be notified of the changes in writing either by letter or email.

7. Refunds and Exchanges on items
A refund or exchange will be offered in accordance with the Refund and Exchange Policy.

I have read and accept the above Layby Terms and Conditions.

NAME: ________________________________________________
DAUGHTER’S NAME: ______________________________________
CONTACT PHONE NO: ______________________________________
SIGNATURE: ____________________________________________