



Highvale Secondary College Uniform Exchange Form

Student Name : _____ Date : _____

Parent Name : _____ Parent Contact : _____

**All returns/exchanges must be completed within 30 days of original purchase.
Garments must be in a saleable condition, with tags attached in original packaging.
Please email uniform@highvalesc.vic.edu.au if you have any queries.**

Item Returning	Quantity	Size Purchased	Amount Paid
Item Required	Quantity	Size Required	Price
Total Variance			

If there is a price difference and you need to pay extra please complete payment preference details below

CREDIT CARD	Please deduct total amount from my credit card	Amount	\$
Card Number		Expiry	CCV
Card Name	Signature	Contact No.	
CASH	Amount enclosed	\$	
BPAY	Amount paid	\$	Date Paid
Bill Code: 87361 Reference No: Please use your family reference number (Reference No: for your family located on your family statement)			
If you are paying by BPay please email admin@highvalesc.vic.edu.au to advise of your payment.			

If there is a price difference and you are owed money you have the following options (please indicate preference)

Keep credit on uniform shop account for future purchases

- Put credit onto family account for school fees
- Refund to your bank account, please provide bank details :

Account Name		Amount to be refunded	\$
BSB		Account Number	