

Brighton Primary School  
**Uniform Shop**  
**Refunds & Exchange Policy**

## PURPOSE

To explain to the Brighton Primary School Parent Community the process and conditions for a refund or exchange of items purchased at the BPS Uniform Shop.

## SCOPE

The policy refers to all items purchased from the BPS Uniform Shop.

## POLICY

### Exchanges

- Exchanges are available from one month from date of your receipt
- Items must be kept clean
- Tags must be kept on items and, where possible, kept in packaging

### Refunds

- Refunds are available up to 8 days from purchase
- Keep receipts
- Items must be kept clean
- Tags must be kept on items and, where possible, kept in packaging
- Refunds will be made by bank transfer

## REVIEW CYCLE

This policy was last ratified by School Council	November 2021
To be reviewed	As required if change in operations