

# Knox Uniform Shop Blazer Embroidery Submission

## Contact and School Account Crediting Details

Student's Surname:

Student's First Name

Student Academic Year:

Calendar Year:

Telephone:

Mobile:

Email Address:

**Due to the volume of blazers submitted, we require payment details when submitting the blazer allowing your son to collect once completed,**

### Methods of payment:-

1. Boarders' Account

2. School Student Account ID Number \_\_\_\_\_

(ID Card required)

3. Credit Card Details

Card Holder Name:

Card Number:

Type: Visa    MasterCard    Amex    Other

Expiry Date:

**Blazers will not be accepted or embroidered without this completed form when submitting the blazer.**

I have read all of the Terms & Conditions & I am in agreement with them.

I give permission for the Academy Honour Awards/Colours to be embroidered & payment to be taken from my credit card or chosen method of payment once the colours have been completed & approved on collection.

**Parent**

**Signature:**.....**Date:**.....

TERMS & CONDITIONS

# Knox Uniform Shop Blazer Embroidery Submission

1. Blazers must be handed in by 5.30pm on the last day of each term or on the last day of attendance (any additional dates will be posted on the newsletters). Any Blazers submitted after this time will not be done & NO blazers will be accepted mid-term for Colours to be done.
2. The embroidery of the Blazers is not compulsory & is the choice of the student/parent.
3. It is not permitted for the embroidery to be done at any independent embroiderer other than through the Knox Shop. This is so that the awards can be authenticated against school records.
4. Copies of certificates of the latest Colours awarded will be available in the Knox Uniform Shop (KUS). For Colours from previous years each student/parent MUST supply photocopies of supporting documentation i.e. school reports or certificates. A photocopy of the documentation must be provided. Due to volume it is the responsibility of the student/parent to obtain the certificates or supporting documentation from Headmasters reports or the Grammarian; KUS will not be able to assist students in finding this supporting documentation for past Colours. Colours that are expected will NOT be done.
5. To enable our embroiderer to work on the Blazers, it is compulsory unless it a newly purchased Blazer that the blazer is dry cleaned by us. This is done for a minimal cost of \$15.
6. If any repairs to the blazer are required please state on submission & a separate cost will be given. All blazers embroidered must be in a satisfactory condition; any blazers with irreparable rips & tears will not be accepted.
7. For collection of the Blazers, KUS will be open from 8am on the first day back after term break. Please refer to the Portal & our Facebook page for opening times.
8. The Submission form must be handed in with the blazer & the embroidery will not be done without this.
9. All charges except for Prefect embroidery are paid by parents. Colours are charged per line of embroidery, removal & re-attaching of pockets & dry cleaning. Payment is to be made by School Student account with supporting ID card, credit card, if an account is set up on the KUS system payment will be taken prior to the collection of the Blazer or Boarders will be charged to their school account.
  - Costing Example. 1- A Year 11 student receiving their first colour awards. Receiving 1 White colour on top & 2 blue colours on bottom pocket (ex GST):
    - New Crest -\$20
    - 3 x line of embroidery - \$14 each = \$42
    - Removal & re-attachment of pocket x 2- \$20 each =\$40
    - Dry Cleaning -\$15
    - TOTAL: \$117 (ex GST)
  - Costing Example 2- A year 7 student receiving 2 Academy Honour Awards
    - 1 x "Junior Academy" header- \$14
    - 2 x line of embroidery - \$14 each = \$28
    - Removal & re-attachment of pocket x 1- \$20 each =\$20
    - Dry Cleaning -\$15
    - TOTAL: \$77 (ex GST)
10. The Blazers can be submitted by year group as below:-
  - End of Term 1- all Year 12 Academic & Summer Sport/Extra curricular
  - Term 3 -Prior to Year 12 trials- Year 12 only Co-curricular & Winter Sport Colours
  - End of Term 3- Year 11 Prefect (including Winter Sport)
  - End of Term 4- Year 9, 10 & 11- all colours
11. A Merit award is not a Colours award that is embroidered. Thistle Colour awards are only available for Year 11 & 12. CAS does not permit U16's CAS colours to be embroidered on Blazers. To receive a CAS colour, you must have received a Thistle Award for that particular sport & this will denote the colour of the CAS award.