

## UNIFORM PURCHASING POLICY

### **1/ Registration:**

Please refer to the link for the online registration <https://s.net.vn/V3FK>

During the registration process, if you have any questions or concerns, please contact us at the hotline number **085 686 3939**.

The deadline for registration as follows:

- For re-enrolling students, the registration will be available until **April 26th, 2024**. If you are undecided or enroll after April 26th, 2024, please ensure registration is completed before the start date of August 12th, 2024.
- For new enrollments, there is no deadline as admissions occur throughout the year. However, we kindly request that you register during the admissions process or at least one week prior to your child(ren)'s start date. This allows the supplier ample time to prepare, ensuring that students receive uniforms before their start date.

\* Note: If there are any modifications to your order via the online link that haven't been paid for yet, please contact the hotline to facilitate adjustments.

### **2/ Payment:**

Upon completion of the online registration, parents will receive a Payment Advice (PA) from the School Finance Department detailing the total charges. Kindly process your payment within one week of receiving the PA.

\* Note:

- The uniform will be delivered if the payment is made. Payment can be made via bank transfer or in cash with the School Cashier.
- Should you need to make any changes to your order after payment has been made, please contact the hotline for assistance. These adjustments, including modifications, additional payments, or additional items, will be handled directly at the school during regular working hours.

### **3/ Delivery**

Students will receive the uniforms according to the following timelines:

- In-hand delivery on **June 04th, 2024** for re-enrolling students who complete payment before June 04<sup>th</sup>, 2024.

- Delivery at Hanoi - Toronto School Shop on **August 05th-14th, 2024** for new students who pay their tuition fees, and for re-enrolling students who complete payment after June 04<sup>th</sup>, 2024.
- Delivery at Hanoi - Toronto School Shop every Thursday for new students who pay after August 14th, 2024 or orders made during the school year.

#### **4/ Change/Return:**

The schedule for uniform changes/ returns is presented as below:

- **June 05th-07th, 2024 or August 05th-14th, 2024** at Hanoi - Toronto School Shop.
- **Every Thursday** during the school year at Hanoi - Toronto School Shop.

\* Note: Uniforms may be exchanged under the conditions of being unsealed, with fixed tags, unused, unironed, free of strange smells, or dirt.