



We are pleased to announce that St. Charles Borromeo Catholic School has chosen School Uniforms by Tommy Hilfiger as your uniform partner for the upcoming school year. We look forward to the opportunity to serve your uniform needs.

Please make sure you sign up for our emails, so you won't miss out on any special announcements directly from us. Visit [www.globalschoolwear.com](http://www.globalschoolwear.com) and scroll to the bottom of the page to enter your email address.

We have created a custom website for your school with one primary goal in mind – to make your shopping experience simple and stress-free. Please take a moment to read the instructions below.

### **Ordering Instructions and Size Guide Information**

1. Go to <http://www.globalschoolwear.com>. In the **FIND YOUR SCHOOL** section, please enter either your Partner School Code (**STCH02**) or search by school name. Please also select your student's grade, gender and program type.
2. The website will automatically apply logo requirements (or options) as determined by your school's administrative team. Once you have identified a product for purchase, select your color, size, logo (if applicable), and quantity. After clicking "Add to Cart", the items will be added to your shopping cart, and you will be prompted to either Continue Shopping or Checkout Now.
3. If you have questions about sizing, click on the Size Chart link which is available on each product page, or you may [click here](#). Also, each product page includes a Fit Guide scale to give you a general sense of that item's fit, from FITTED to LOOSE. If you still have questions after using our Size Chart, please call the toll-free customer service number below; our customer service team will be happy to assist.
4. Upon placing your order, you will receive an email confirmation that your order has been received. Once your order has shipped, you will receive an email confirming the ship date and tracking information. Please allow 10-12 business days from the time your order is placed for it to be delivered.

For all customer service questions, please call **1.877.825.2860** or email [customerservice@globalschoolwear.com](mailto:customerservice@globalschoolwear.com).

### **Return Policy**

We are committed to standing behind our product quality 100%! If there is a product defect or any quality issue, the item can be returned at any time for a full refund of the purchase price (and we provide a free return label to send it back!).

We will also provide a free prepaid return label and refund to customers returning items due to fit, personal preference, or any other non-quality related reason as long as the return is in its original form (new, with tags) and the return is received within 60 calendar days from when it was shipped from our warehouse. Returns (new, with tags) outside of the 60 calendar days will be refunded via an electronic gift card (less a \$5.99 fee for the cost of the return label). Returns received without proper paperwork, not in original condition (and not a defect), will not be refunded in any manner.

**How do I make a return?** It's easy! Visit [www.globalschoolwear.com](http://www.globalschoolwear.com) and scroll to the bottom of the page. Click on RETURNS and you will be directed to a returns portal that allows you to enter your return information and access a label.

If you have any questions, contact customer service at 877.825.2860 or [customerservice@globalschoolwear.com](mailto:customerservice@globalschoolwear.com).