



CADET STORE

Serving

Valley Forge Military
Academy & College

Bower Hall • 1001 Eagle Road • Wayne, PA 19087-3695
(610) 687-6061 • vfmac@bkstr.com

2008-2009 Cadet Store Forms

Order Form

Line of Credit (Cadet Charge Account)
Allowance (Weekly Cash Account)

**Please submit forms two weeks prior to
Cadet Reporting Date**

Mailing Address

VFMA&C Cadet Store
Bower Hall
1001 Eagle Road
Wayne, PA. 19087

Contact Information

Phone: (610) 687-6061
Fax: (610) 687-6649
Email: vfmac@bkstr.com
Hours: M-F 8-4

Line of Credit - Required

A personal Line of Credit account must be set up for each cadet to cover essential expenditures throughout the year. To meet this requirement, the school stipulates that a \$900.00 account be established when cadets in-process. This account will be used for the following necessary purchases:

- U All textbooks
- U Replacement of mandatory uniform items
- U Necessary school supplies

In addition, cadets may charge any items from the cadet store to the Line of Credit. The cadet store will no longer restrict Line of Credit accounts. Please discuss with your cadet what they may charge to this account.

You may replenish the funds in the Line of Credit Account by cash, check, money order or credit card.

Please Note:

- U Accounts at the Cadet Store are independent of and separate from accounts with the Academy Business Office
- U Line of Credit accounts are not set up to dispense cash. Please plan ahead if your cadet will need cash. We will gladly cash checks for students.
- U There will be NO cash disbursement from the Line of Credit account.
- U There will be NO transferring of monies from the Line of Credit Account to the Allowance Account.

Allowance - Optional

An allowance account may be set up for the weekly distribution of a set amount. A coupon book will be issued to the cadet for weekly allowance, and is required along with school issued identification for redemption. No exceptions will be made to this rule.

Allowance Account Fees

- U \$25.00 one-time set up fee (per year)
- U No Fee when replenishing funds by cash, check, money order.
- U 10% Fee if replenishing funds by credit card.
- U \$15.00 fee for replacement coupon book.

Please plan in advance for travel funds, school trips, and other cash disbursement. Per our agreement with the credit card companies, funds added by a credit card are not available for 24 hours. **No exceptions can be made to this policy.**

We strongly urge you to think ahead regarding funds, as a 10% fee is levied on credit card deposits. No fee is charged when adding funds with cash, check, or money order.

When requesting disbursement of funds other than the weekly allowance, permission from the parent is required 48 hours in advance.

Order Form for Personal Items - Required

All Cadets are required to have the items listed on the Cadet Store Personal Item order form. These items do not have to be purchased from the Cadet Store. If you are ordering these items from the Cadet Store, please fill out the form and submit for processing. Remember to include sizes when completing the form. You may mail this form to the Cadet Store with payment. Please include a telephone number where you can be reached in the event we have a question regarding your order. Your order will be prepackaged and ready for pickup the day of In-Processing.

We request that you return the form filled in with Cadet name and sizes. We use this information to prepare Basic Issue items for in-processing.

Basic Issue

New Cadets:

Upon arrival on campus, new cadets will receive a full issue of necessary uniform and supply items. The first issue is paid for out of tuition dollars. Lost, stolen, or damaged items must be paid for by the individual cadet throughout the year. This is usually done by charging the items to the line of credit account.

Returning cadets:

Cadets returning to Valley Forge as “old cadets” must bring back all basic issue items to minimize the need to purchase replacement items. Cadets should bring items back even if they are worn, too small, etc., as they may be replaced at the school’s expense. Items replaced in this fashion are referred to as “Fair Wear and Tear”. Cadets will be expected to have all items on the Cadet Basic Inventory List. If the cadet is returning to school without any of the items listed, he will need sufficient funds to cover the cost of replacement. These purchases can be made with cash, check, credit card, or charge to Line of Credit.

Parade gear

The school requires the following items for each cadet. They are the parade gear inventory that is on loan to each cadet. Any item not returned, or returned in need of repair, is charged directly to the cadet and must be paid in full:

- ∪ Shako or Pith helmet
- ∪ Officer Baldric Box
- ∪ Small Baldric Box
- ∪ Cartridge Box
- ∪ Shako or Pith Helmet Box

It is the responsibility of the cadet to ensure that these items are maintained and secured throughout the school year.

Turn-in of these items is the responsibility of the individual cadet. Another cadet may not turn in these items. Parade gear turn-in is scheduled towards the end of the year and will be announced to cadets in advance.

Textbooks

All cadets will be responsible to pay for their textbooks. This purchase will be covered by the Line of credit account established before arrival on campus.

Every effort is made to secure quality used textbooks for the purpose of offering a significant savings to cadets. The majority of our used textbooks are bought back from our own students, and the remainder purchased from wholesalers.

We urge the cadets to refrain from taking notes, highlighting, or marking the books in any way. Textbooks cannot be purchased back if the spine is damaged, there is water damage, or extensive markings have been placed on the textbook. Workbooks cannot be sold back if they contain any writing.

In the event the school requires a student to change classes, a full refund will be offered when the textbooks is returned and the new text is purchased. A note from the instructor or guidance counselor is required. In addition, the textbook must be in the original issuing condition. Any books not in this condition will be purchased back at buyback value.

Cadets purchase the school issued book bag at the time of textbook distribution. This issued book bag is the only bag cadets are permitted to use.

Buyback

Textbook buyback is conducted at the end of the school year. Textbooks are purchased at 50% of the cost, provided the book will be used on campus the following year, and required quantities are not met. Textbooks that do not fit this criterion are purchased at national wholesale value to be sold to wholesalers.

Academy Cadets buyback funds will be deposited to Line of Credit. College Cadets will receive cash at buyback.

Additional Services Available at Cadet Store

Check Cashing
Class Rings
Varsity Jackets
Diploma Frames
DVD/VHS of Chapel Services/Parades/Concerts