



# Procedures Manual

**Number: AC-112**

**Office of Primary Responsibility: VP, Academic Affairs & Workforce Development**

**Effective Date: Autumn 2019**

## **Student Uniform Ordering and Distributing Procedure**

### **Purpose:**

In support of an All-Inclusive Pricing Model, the goal of this procedure is to ensure there are no financial surprises for students; they are prepared for courses; minimize financial impact to the student and the institution and to increase retention.

### **Procedures:**

Students will receive all uniforms and/or duty gear required for their degree program. If a student chooses to utilize a service other than the uniform provided by Hocking College, the student is required to present the exact uniform and/or duty gear day one of class for faculty member's inspection and approval. The uniform and/or duty gear must be a 100% match to the college provided item(s). If the items are acceptable by the college, the student is responsible for 100% of the cost and is not part of All-Inclusive Pricing.

If a student registers but does not attend Hocking College and does not withdraw before the first day of the semester, the student will be charged a \$300 administrative fee.

All Uniforms and/or Duty Gear will be ordered directly by the school requiring the items. Program Managers will distribute uniform packages to students. The employee providing the student with the uniform and/or duty gear will enter into ADVISE that the student received the specific items. The student will sign a receipt upon receiving their items.

### Ordering

Hocking College department will order required items directly through selected vendors on behalf of student.

Student must go to selected vendor to get measurements and will show ID validating they are a Hocking College student.

Selected vendor will deliver individual student uniform packages to specific Hocking College department.

