

# Tailored for Tigers Distribution Policy and Procedures

## *POLICY SUBJECT TO CHANGE WITHOUT NOTICE*

The goal of Tailored for Tigers (TFT) is a clothing closet providing FHSU students with professional clothing appropriate for interviews, business presentations, or other professional activities. An inventory of both men and women's professional attire is available for check-out free of charge to FHSU students. TFT is located in the Forsyth Library Room 039. For spring 2018 the hours will be Monday 9:30 a.m.-11:30 a.m., Tuesday 1:00 p.m.-3:00 p.m., but also by appointment. Please stop by Sheridan Hall 214, Monday-Friday 8:00 a.m.-4:30 p.m. or call Career Services at 785-628-4260 if you have any questions.

1. Only active Fort Hays State University (FHSU) students may obtain clothing items from Tailored for Tigers. Students must swipe their valid FHSU ID card through a reader at the time of using TFT.
2. Certain clothing items, including suit jackets, slacks, and dress skirts, will be available for check-out. Up to five items can be checked out at one time. There is no limit to the number of times a student may check-out items per fall or spring semester.
3. Check-out items must be returned within five business days. If a check-out item is not returned within the allotted time, the student will have an administrative hold placed on their account. Once the check-out item is returned, these holds will be released. If a item is never returned or is returned in an unacceptable state (unfixable damage or stains), the student will be responsible for paying to replace the item(s). A hold will be kept on the student's accounts until this fee is paid.
4. If a student needs to request an extension they should contact Career Services at 785-628-4260 or [careers@fhsu.edu](mailto:careers@fhsu.edu) before the item is due back to TFT.
5. Career Services makes an attempt to pre-screen clothing but all clothing is accepted on an "as is" basis.
6. The student is responsible for trying on clothes and determining proper fit and suitability before accepting the clothes.
7. The clothing supply relies primarily upon donations; therefore; Career Services makes no guarantee to have the size or type of clothing available that the student is requesting.
8. If the student does not find sufficient clothing, they are welcome to come back again to check out any new arrivals which may have been donated throughout the year.
9. A student must come in to use the TFT; Career Services staff will not check for availability of items by phone or email. A student may not ask that items be put on hold or ask that items be reserved.
10. A student must leave TFT in the same condition as they found it. The student is responsible for hanging up all clothes that they tried on and returning them to the correct spot.
11. Students are responsible for reading and following the policies and procedures. Career Services reserves the right to prohibit a student from future use of the TFT if any policy or procedure is not followed.