

Scrubs and Equipment Voucher Process

For the Spring 2019 term Methodist College will offer a trial period of giving students the opportunity to charge two sets of scrubs along with required medical equipment to their student account. If the trial period goes well, we will continue to offer this opportunity to the students in the following terms.

By charging these items to his/her account the student is accepting the charges and is expected to pay them as if they were any other tuition and fee on his/her account. That means that deferment and late fees will apply. It also means that a hold can be placed on the account preventing registration for the upcoming term if payment terms are not being met.

Scrubs/Lab Coat

All students will have the opportunity to charge up to **\$200** worth of scrubs/lab coats to their account. This amount allows all students to charge two (2) full sets on their account regardless of size.

We will have student's pre-order scrub/ lab coat sizes and quantities through the pre-order Google form in order to make sure the Campus Store Manager can order the appropriate sizes.

The College will order more than what is requested as we know not all students will fill out the form and there will be "walk ins" for this purchase as well.

Scrubs have a one-month window from the time of ordering until the college receives them due to embroidering. Students will need to fill out the pre-order Google form by the end of November to ensure the Campus Store has the proper sizes ordered by December 1 to allow for pick up when the college re-opens after Winter Break. This allows students to have their scrubs in hand the first day of class

Medical Equipment

The college will offer two different bundle options. If a student does not want the entire bundle they will pay the regular cost of the items. The maximum amount a student can charge for medical equipment on their account is **\$200**

Students will not have to "request" medical equipment. The college has identified the different courses that require these items. We will pull the number of enrolled students in those courses and the Campus Store manager will purchase accordingly.

The medical equipment bundles have a two week window from the time of ordering until the college receives them. We will pull the number of enrolled students before this deadline to make sure the items are in the store available for pickup when the college re-opens after Winter Break. This allows students to have their equipment in hand the first day of class.

Nursing and Medical Assistant Equipment (N200, 2nd degree, MA150)

These courses require a stethoscope, pupil light, scissors, hemostat, and blood pressure cuff. A watch is required but will not be included in the bundle. The students do have the option to purchase a watch in the Campus Store and have it charged to their account with the \$200 limit.

We plan to have these bundles available for purchase the day of orientation for the 2nd degree students.

The bundle price will be **\$145+ Tax**

Nursing Assistant Equipment (NA150)

This course requires a stethoscope, scissors, hemostat, and blood pressure cuff. A watch is required but will not be included in the bundle. The students will have the option to purchase a watch in the Campus Store and still have it charged to their account with the \$200 limit.

We plan to have these bundles available for purchase at the Nursing Assistant Orientation.

The bundle price will be **\$135+Tax**

Store Process

When a student makes a purchase against their account the store employee will use the “CAMS Charge” button.

The store employee will give the student a copy of the receipt

Store employees will print a second copy of the receipt and have the student **print** their name at the bottom. This copy will go into the daily envelope to identify which students need to have charges added to their CAMS ledger.

The daily envelope will be reviewed against the MICRO report by the Bursar. The Bursar will put all of the charges into an excel document and import it into CAMS (Student Ledger).

Please go to the following Pre-Order Google Form to select the items you would like to order. **This is not an order form, but will assist the Campus Store manager to know how much inventory to order for this process.**

<https://goo.gl/forms/Nfh9ywJMG562p2TD3>